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ABSTRACT

The study of task identification in family and community services presents statistical correlations of task frequencies obtained by questionnaire for the occupations of visiting homemaker or homemaker home/health aide, family planning health aide, counselor on alcoholism, management aide in low-income housing projects, deputy juvenile probation officer aide, and family management service aide. One-way matrices present, for each occupation, tasks arranged vertically in descending order of overall mean frequency of performance. A two-way matrix correlates task information for all six occupations, with occupations arranged horizontally and 16 tasks arranged vertically in descending order of commonality of performance as indicated by overall mean frequency scores. [The most frequently performed tasks for each occupation are briefly summarized.] A three-page bibliography is included together with nine appendixes which provide letters of transmittal, the task checklist questionnaire for each occupation, tables showing age and educational level of the respondents for each occupation and showing the rank, mean, range, standard deviation, variance, and mean frequency for each task in each occupation, questionnaire and tabulated results from a thesis, descriptors used in an ERIC search, alternate job titles, a list of resource persons, an Iowa congressional map, and additional task lists. (MS)

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FAMILY AND COMMUNITY SERVICES

004990

IDENTIFICATION OF TASKS IN HOME ECONOMICS RELATED OCCUPATIONS

Family and Community Services

Developed by the Departments of Home Economics Education at Iowa State University and University of Northern Iowa in cooperation with the Iowa Department of Public Instruction under research projects funded by Part C, P.L. 90-576

1974

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FOREWORD

This publication is one of a series of six publications designed to provide data pertaining to the performance of tasks in specific gainful occupations related to home economics. These data may be used in developing appropriate objectives and curricular content for the preparation of individuals to enter the specific occupations studied.

The six subject areas of home economics for related occupations investigated are a modification of the consumer homemaking cluster, which is one of the fifteen United States Office of Education clusters. They include institutional and household maintenance services, child care and development, housing and interior design, food service, family and community services, and clothing and apparel services.

Each of the six publications provides for its respective field a listing of major job categories within the field and the functions and tasks required for the job arranged according to clusters of similar tasks.

These publications are available from the State Director, Career Education Division, Department of Public Instruction, Grimes State Office Building, Des Moines, Iowa, 50319.

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Billie Lou Sands, Director of the Study

Barbara Parrish, Research Associate

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IDENTIFICATION OF TASKS FOR FAMILY AND COMMUNITY SERVICE OCCUPATIONS IN IOWA

INTRODUCTION

There is a need to increase the occupational offerings for students in all areas of work and particularly in the area of Family and Community Services at the secondary and postsecondary level. With job opportunities growing in this area, the challenge is presented to educational institutions and social service agencies to train the persons needed to meet the increased demand for qualified people in the Family and Community Service area.

At the present time there are no clear guides available to local curriculum developers who may wish to expand career education in the area of Family and Community Services. Therefore, a general guide, which may be adapted to local conditions and needs, is necessary to provide direction for curriculum development. More specifically, the tasks associated with each Family and Community Service occupation need to be identified so as to provide a base for curriculum development.

PURPOSE AND OBJECTIVES OF THE STUDY

The purpose of the study was to identify and validate those tasks performed by paraprofessionals in the Family and Community Service occupations in Iowa and to determine frequency of task performance. In order to meet the main intent of this research project,

objectives were stated and divided into two phases.

The objectives for each phase were:

Phase I

1. to determine, from available literature, a tentative list of occupations in Family and Community Services which requires less than baccalaureate preparation.
2. to develop, from available literature, a tentative list of tasks needed for each occupation listed in objective one.

Phase II

3. to identify, by surveying and interviewing employers, supervisors and employees tasks needed for Family and Community Service jobs available in Iowa as listed in Phase I.
4. to develop a questionnaire to determine relative frequency of performed tasks identified for each occupation.
5. to develop a job/task matrix for use by teachers in curriculum development in Family and Community Service occupations in Iowa requiring less than baccalaureate preparation.

DEFINITION OF TERMS

Throughout this study, the following terms are used as defined:

1. Family and Community Services are those services which assist the family with its responsibilities.

2. Paraprofessional is defined as a person whose career training is less than a Bachelor of Arts Degree.
3. Task is defined as a logically related set of observable actions which contribute to a job objective.
4. Visiting Homemaker (Homemaker-Health Aide) assists the mother or wife in performing the duties of the home in order to keep family life as normal as possible when the family is overburdened by illness or by the stress of a family emergency.
5. Family Planning Health Aide works under supervision of a Public Health Nurse and is trained by a Public Health Nurse in the areas of family planning, contraception, interviewing skills, patient advocacy, patient recruitment and follow-up, and community education and group presentation.
6. Counselors on Alcoholism counsel families and individuals with alcohol related problems.
7. Management Aide in Low-Income Housing Project assists housing managers of local housing authorities in the functioning and office duties of the low-rent housing complex.
8. Deputy Juvenile Probation Officer Aide does work similar to that of a Deputy Probation Officer with the exception of having a smaller case load and being subject to supervision by Deputy and/or Chief Probation Officer.
9. Family Management Service manages financial affairs of families in debt.

10. Companion to the Elderly relieves family members or others responsible for his well-being. Responsibilities of the job may include assisting an older person in meeting his own psychological or physical needs; helping with personal, social or business matters and securing assistance in case of emergency.
11. Homemaker Assistant, under the direction of a homemaker, carries on the various responsibilities required for maintaining family life in a pleasant clean, orderly home.

REVIEW OF BACKGROUND LITERATURE

Family and Community Service personnel have frequently been identified as one group of auxiliary workers. Bernice Mallory stated that auxiliary personnel are needed due to the expansion in social welfare programs and because there is a shortage of personnel who could carry out the responsibilities. Mallory believed the "work that auxiliary workers do consists of (1) jobs which were formerly done by professionals but for which full professional training is not required or (2) new jobs that expand professional service."[1] A prediction for the need of auxiliary personnel in the areas of social welfare and international service was made by E. J. Magrath. He thought auxiliary personnel could: (1) help serve professionals; (2) provide jobs for the unemployed and the underemployed; (3) provide needed services not possible with existing manpower; (4) meet

[1]Bernice Mallory, "Auxiliary Workers: Key to Enlarging Our Potential," Journal of Home Economics, 60: 62 3-8, October 1968. p. 623.

expanding needs for services; (5) perform tasks sometimes as well or better than professionals, and (6) offer a cost benefit both from the standpoint of cost of service and cost of training.[2] The Chicago Bureau of Research in the U. S. Office of Education defined subprofessional or auxiliary roles in various social areas and have planned curriculum and training programs for auxiliary workers.[3]

Auxiliary workers can be successfully employed in home economics related areas. Mrs. Clio S. Reinwald, chairman of the Workshop on Utilization and Training of Auxiliary Personnel in Home Economics in June, 1970 said, "Home Economics as a field of endeavor devoted to the concept of service to, and welfare of human beings, needs to remain flexible and experimental in its orientation and approach in order to provide a bridge between the knowledge of the profession and the application of this knowledge to the family. The efficient use of auxiliary personnel in the field will be a step in this direction."[4] A study by Smith stressed the need for home economics education concerned with social affairs and change.[5]

The occupations related to home economics which could utilize auxiliary personnel were discussed in studies by O'Donnell and Lynton.

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[2] Ibid.

[3] Ibid.

[4] Irene Beavers, "An Overview," Journal of Home Economics, 62:2 pg. 83, February 1970.

[5] A Study of Federal Legislation Relevant to Home Economics Education, Smith Doctoral Interlibrary Loan, Home Economics Abstracts, 1970.

O'Donnell[6] suggested in her study that occupations related to health care of the family, the child, and the elderly should be included in home economics curriculum for the following reasons: (1) Home economists and reaction panels indicated that these occupations were "home-economics related." (2) The importance of these occupations to individuals and families is increasing. However, there is a serious shortage of trained personnel at all educational levels. (3) Home economists seem to have deep commitments to support educational programs for these occupations.

Jobs that could be created were identified during the Workshop of the National Committee on Employment of Youth, 1967.[7] It was suggested that subprofessionals could assist with the following areas:

1. Housing
2. Food and Nutrition
3. Management
4. Consumer Education
5. Child-parent Education
6. Family Planning Education
7. Legal Referrals
8. Employment Services
9. Social Services

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[6]Beatrice O'Donnell, Worker Requirements and Methods of Entry into Home and Community Occupations Related to Home Economics; Brief Descriptions of Specific Occupations Classified into Six Clusters, Highlights of Areas of Work and Worker Trait Groups for Individual Occupations. Professional Education Series No. HE-7. East Lansing: Michigan State University, Educational Publication Services, January, 1967.

[7]Edith F. Lynton, The Subprofessional - From Concept to Careers. New York: National Committee on Employment of Youth, 1967.

PHASE I PROCEDURES AND RESULTS

Phase I of the study included the development of:

a) a tentative list of occupations in Family and Community Services, and

b) a tentative list of tasks needed for each occupation.

The identification of a tentative list of occupations for Family and Community Service occupations resulted from an ERIC search. (See Appendix E, page 129 for descriptors used).

A tentative list of Family and Community Service occupations was compiled by consulting various reference sources which included occupation training manuals, telephone directories, resource persons (Appendix G), directors and employees of each occupation.[8-12]

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[8] U. S. Department of Health, Education, and Welfare, Office of Education, Companion to the Elderly, Publication No. OE-87006, Washington: U. S. Government Printing Office, 1964.

[9] U. S. Department of Health, Education, and Welfare, Office of Education, The Visiting Homemaker, Publication No. OE-87002, Washington: U. S. Government Printing Office, 1964.

[10] U. S. Department of Health, Education, and Welfare, Office of Education, The Homemaker's Assistant, Publication No. OE-87008, Washington: U. S. Government Printing Office, 1964.

[11] U. S. Department of Health, Education, and Welfare, Office of Education, Management Aide in Low-Rent Public Housing Projects, Publication No. OE-87001, Washington: U. S. Government Printing Office, 1964.

[12] U. S. Department of Health, Education, and Welfare, Office of Education, Homemaker-Home Health Aides, Washington: U. S. Government Printing Office, 1967.

The tentative occupational list included: Visiting Homemaker, Companion to the Elderly, Homemaker's Assistant, Management Aide in Low-Income Housing Project, Extension Homemaker/Health Aide, Family Planning Health Aide, Counselors on Alcoholism, Deputy Juvenile Probation Officer Aide, and Family Management Service.

The reference sources used in compiling a tentative task list were essentially the same as those used for the tentative list of occupations. Additional references were: (1) studies by Shipley[13] and Ruehr[14], used as a basis for the Visiting Homemaker task list and (2) an Extension Service publication for training Extension Aides.[15]

Ruth Smith's master thesis was used in this study to incorporate information pertaining to tasks performed by Expanded Nutrition Aides.[16] (See Appendix D, page 114.)

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[13]Anna Frances Shipley, "Analysis of Tasks in Three Home Related Occupations," unpublished thesis, Master of Science, Iowa State University, Ames, Iowa, 1967.

[14]Evelyn Burky Ruehr, "Recommended Homemaker/Home Health Aide Competencies: Food Production and Child Care," unpublished thesis, Master of Science, Iowa State University, Ames, Iowa, 1969.

[15]U. S. Department of Agriculture, Extension Service, Food and Nutrition - Basic Lessons for Training Extension Aides, Washington: U. S. Government Printing Office, 1971.

[16]Ruth Smith, "Tasks Performed by Iowa Extension Family Food Aides," unpublished thesis, Master of Science, Iowa State University, Ames, Iowa, 1972.

Task lists and questionnaires were developed for the occupations of Companion to the Elderly and Assistant Homemaker. These occupations were omitted from the study because the population could not be identified. (See Appendix G, page 134, for list of reference people contacted in effort to identify the population and Appendix B page 72 , for copy of the questionnaire developed for each).

PHASE II PROCEDURES AND RESULTS

Population and Sample

The population for this study included those paraprofessionals employed in Iowa Family and Community Service occupations as:

1. Visiting Homemaker or Homemaker Home/Health Aide
2. Family Planning Health Aide
3. Counselors on Alcoholism
4. Management Aide in Low-Income Housing Project
5. Deputy Juvenile Probation Officer Aide
6. Family Management Service

In addition to the Management Aides in Low-Income Housing Projects in Iowa, the population included the Management Aides in Low-Income Housing Projects of the St. Louis (Missouri) Housing Authority.

The sampling procedure for each of the six occupations studied was as follows:

1. Visiting Homemaker or Homemaker Home/Health Aide -
   The Visiting Homemakers were selected by using a stratified random sampling accomplished by randomly selecting one-third of the Visiting Homemakers in each of Iowa's six congressional districts. (See Appendix H page 138). A sample size of 217 resulted.
2. Family Planning Health Aide -
   The total population of 28 Family Planning Health Aides was included in this study.

3. Counselors on Alcoholism -

   The sample included the entire population which was 55.

4. Management Aide in Low-Income Housing Project -

   The sample included the entire population in Iowa which was six plus the total population of the St. Louis (Missouri) Housing Authority which was ten, resulting in a sample size of 16.

5. Deputy Juvenile Probation Officer Aide -

   The sample included the entire population which was one.

6. Family Management Service -

   The sample included the entire population which was three.

The names and addresses of the directors of the Visiting Homemakers in Iowa were obtained from Mrs. Dorothy Hagaback, Director, Visiting Homemakers, Black Hawk County; Waterloo, Iowa. The names and addresses of Family Planning Health Aide directors were obtained from Mr. Juris Ponicus, Family Planning Specialist, Iowa State Department of Health, Lucas State Office Building, Des Moines, Iowa. Names and addresses for directors of Alcoholism Counselors were obtained from Mr. Floyd Gardner, 1972 director of North East Council on Alcoholism, Marsh Place Building, Waterloo, Iowa. The names and addresses of Management Aides in Low-Income Housing Projects were obtained from HUD, Federal Building, 911 Walnut Street, Kansas City, Missouri. A cover letter, Appendix A , page 47 , and a form sheet, Appendix A , page 48 , were mailed to the directors asking for the number employed and their names and addresses.

Development of the Questionnaire

A tentative questionnaire was devised for each of the six Family and Community Service occupations. Each questionnaire consisted of a task list, a five point frequency rating scale, and space for listing additional tasks performed. An information sheet with instructions accompanied each questionnaire.

The six questionnaires were pretested with a pilot group that consisted of four employees in each occupation to determine the clarity and completeness of both the task checklist and information sheet. The pilot group was also asked to list additional tasks performed. (See Appendix A , page 46 , for copy of the checklist). An interview was also held with a director of each occupational group. After completion of the validation processes explained above, the original task lists were revised to include changes in phraseology and to include additional tasks performed. The questionnaire printed in final form provided space for the respondent to list additional tasks performed with frequency of performance. (See Appendix B, pages 54-76.)

Collection of Data

To determine relative frequency of performed tasks identified for each occupation, the questionnaire was mailed to 217 Visiting Homemakers on March 12, 1973; to 28 Family Planning Health Aides on March 9, 1973; to 55 Alcoholism Counselors on March 12, 1973; to 16 Management Aides in Low-Income Housing Projects on March 9, 1973; to three Family Management Service Aides on February 20, 1973; and to one Deputy Juvenile Probation Officer Aide on February 20, 1973.

A follow-up letter was mailed to the non-respondents after three weeks. A second follow-up letter plus a duplicate questionnaire was mailed to those who had not responded by the end of the fourth week. (See Appendix A , pages 49 - 51 , for copies of these letters and Appendix A , page 52 , for percent of respondents on each mailing.)

The number and percentage of questionnaires returned and usable is shown for each occupation in Table I.

TABLE I

QUESTIONNAIRES RETURNED AND USABLE

OCCUPATIONS	POPULATION	SAMPLE	RETURNED		USABLE	
			N	Percent	N	Percent
Visiting Homemakers	651	217	195	89.8	177	91
Family Planning Health Aide	28	28	23	82	20	87
Counselors on Alcoholism	55	55	41	74	38	93
Management Aide in Low-Income Housing Projects	16	16	16	100	16	100
Family Management Service Aides	3	3	3	100	3	100
Deputy Juvenile Probation Officer Aide	1	1	1	100	1	100

ANALYSIS OF DATA AND RESULTS

Data was collected to determine relative frequency of performed tasks identified for occupations in Family and Community Services, and to develop a task matrix to be used by local teachers in curriculum development.

The respondents for each occupation are described in Tables X and XI, in regard to age and highest level of education completed. (See Appendix C, pages 77 - 78.)

Indicators of central tendency and variance are given for operational tasks performed by respondents in each of the six Family and Community Service occupations to provide teachers with a quick reference to tasks necessary for performing various operations or duties within each occupation. (See Tables XII, XIII, XIV, XV, XVI, and XVII, pages 80 - 95.)

Tasks performed for a given occupation have been ranked in descending order according to mean frequency. A mean frequency of four indicates that the task was performed daily, three indicates the task was performed once a week, two indicates the task was performed once a month, one indicates the task was done once a year, and zero indicates the task was never performed. (See Tables XVIII, XIX, XX, XXI, XXII, and XXIII, pages 96 - 113.)

In Tables II, III, IV, V, VI, and VII, the mean frequency scores for each task listed were examined to determine what general kinds of tasks were performed most frequently and those performed least frequently. Task item scores with a mean frequency of 3.0

or higher were considered frequently performed and those items with a mean frequency score of 1.0 or less were considered to be performed infrequently. For ease in reading the tables, a mean frequency of 3.00 - 4.00 was designated as an A which meant the task was performed several times a week; a mean frequency of 2.00 - 2.99 was listed as a B which meant the task is performed several times a month; a mean frequency of 1.00 - 1.99 was designated as a C which meant the task was performed several times a year; a mean frequency of .01 - .99 was listed as a D which meant the task was performed less than once a year; and a - meant the task was never done.

The tables on the following pages indicate the frequency of tasks performed by each occupation arranged in descending order within a task. Each table is preceded by a summary paragraph.

The most frequently performed tasks by the Visiting Homemakers were those related to meal preparation and kitchen clean up (Table II , items 2, 3, 4, 7, 8, 9, 10, 12, 13, 15, 16 and 24). The number of tasks was 12 out of 29 or 41.4 percent of those considered to be most frequently performed. The largest group of related tasks performed infrequently pertained to attending school functions and transporting children to school. The number of tasks was three out of seven or 42.9 percent of those considered to be infrequently performed.

TABLE II

TASKS PERFORMED BY
VISITING HOMEMAKER OR HOMEMAKER HOME/HEALTH AIDES
ARRANGED IN CLUSTERS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
A. Tasks related to Foods	
Clean work tables and sinks in the kitchen	A
Wash water glasses	A
Wash dishes by hand	A
Scrape and stack dishes	A
Store dishes	A
Clean, prepare and/or cook various foods	A
Remove soiled dishes from the room	A
Store food	A
Serve meals	A
Set table	A
Plan meals	A
Plan use of leftovers	A
Adapt family meals to meet basic daily nutritional requirements	B
Write weekly report on each case	B
Adapt family meals to conform to diets recommended by doctor	B
Select recipes	B
Check menu for interest and attractiveness	B
Prepare trays for ill or disabled persons	B
Purchase food	B
Prepare market order	B
Take inventories of food supplies	B
Prepare between meal nourishments	B
Deliver trays to patient	B
Tell person being served interesting items about food being served	B
Accompany adult on shopping trips	B
Help families plan budgets	C
Explain food stamp plan	C
Prepare baby formula	D

[a] An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; D a task which is performed less than once a year; - and a task which is never done.

Task Clusters	Performance Rate of Tasks
B. Tasks related to Personal Care	
Provide companionship and compassion for adults	A
Relieve persons of the physical responsibility of their tasks as needed	A
Assist in caring for the hair of disabled or ill persons	A
Run errands for the disabled or ill	A
Assist adults with bath	A
Try to operate within available family finances	A
Assist with dressing of disabled or ill	A
Remind person of physician's orders and help the person carry out these orders	A
Recognize and report indications of personal, physical and mental problems of persons I serve to my supervisor, manager, or caseworker	A
Help person get ready for meal time	B
Walk with patient	B
Turn the bed back for disabled persons	B
Give bed baths	B
Assist patient to bed	B
Take the patient to bathroom	B
Report accidents to proper persons	B
Accompany wheel chair patient and insure his safety in the chair	B
Change patient to dry clothes	B
Guide and direct family members in assuming various tasks	B
Prepare trays for ill or disabled persons	B
Assist adults with care of dentures	B
Pick up medication	C
Carry out physical therapy under the direction of a therapist	C
Feed disabled adults	C
Accompany client to doctor, clinic, or hospital for appointments	C
Write letters for the disabled or ill	C
Give first aid treatment	C
Clip finger and toe nails for patient	C
Visit the client and/or his family at hospital	C

Task Clusters	Performance Rate of Tasks
C. Tasks related to Child Care	
Be a good listener	B
Compliment children when deserved	B
Comfort hurt or upset child	C
Supervise play of children	C
Supervise and instruct children in performing chores	C
Discuss problems and ideas with children of client	C
Discipline children when necessary	C
Treat minor injuries such as scratches for children	C
Assist with feeding of children	C
Tell or read stories to children	C
Assist with bathing children	C
Assist children in preparation for bed and nap time	C
Take children to school	D
Attend school functions involving children of client	D
Attend school conferences	D
D. Tasks related to Housekeeping	
Make beds	A
Clean bathroom fixtures	A
Remove accumulated trash from rooms	A
Air room	A
Remove from the room personal clothing of disabled person	A
Vacuum floors, rugs and/or carpets	A
Dust woodwork, furniture, picture moldings, light fixtures, and radiators	A
Scrub bathroom floors	B
Scrub floors other than bathroom floors	B
Choose products, techniques, practices and equipment appropriate for the job at hand	B
Clean mirrors	B
Identify hazardous conditions	B
Replace supplies in bedroom and bathroom	B
Clean range and/or oven	B
Assist in correcting hazardous conditions	B
Remove spots from woodwork	B
Adjust heat and ventilation	B
Water and care for plants	B

Task Clusters	Performance Rate of Tasks
Clean and/or defrost refrigerator	B
Remove spots from furniture	B
Disinfect and sterilize equipment for the ill person	C
Clean shelves	C
Wash windows	C
Turn mattresses	C
Air bedding, mattresses, and pillows	C
Check lights and room equipment for needed replacement or repair	C
Assist ill or disabled person with cleaning of drawers	C
Remove spots from rugs	C
Clean closets	C
Vacuum draperies	C
Wash tile walls	C
Wax or apply finish to floors	C
Disinfect beds	C
Clean rugs and/or carpets by hand	D
Feed and care for pets	D
Contact maintenance personnel	D
E. Tasks related to laundry	
Remove soiled bed and bath linens	A
Fold and sort laundry	B
Select appropriate water temperature for laundry	B
Dry clothes by machine	B
Prepare washing solution by selecting appropriate detergents, bleaches, and other laundry products	B
Iron clothes by hand	B
Do hand laundry	B
Hang clothes on line for drying	B
Assist with mending	B
Pretreat heavily soiled items for laundry	C

Eight out of the 12 or 66.7 percent of the most frequently performed tasks by Family Planning Health Aides were related to counseling and relationships (Table III , items 12, 27, 29, 31, 35, 41, 43, and 45). Those tasks performed less frequently, seven out of ten or 70 percent, were related to housekeeping chores of the clinic and laboratory.

TABLE III

TASKS PERFORMED BY
FAMILY PLANNING HEALTH AIDES

Tasks (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
Answer office telephone	A
File and do routine office work	A
Help solve problems of patient through counseling	A
Answer questions about birth control methods	A
Refer patients to needed social agencies	A
Be a friend to the patient	A
Keep patient records	A
Make return appointments for patient	A
Remind patients of appointments	A
Counsel patients on contraception	A
Do social interviews	A
Refer venereal disease patients to proper agency	A
Do interviews - health	B
Make home visits to patients	B
Do follow-up for patients who are referred to other agencies	B
Recruit patients to the clinic	B
Help provide transportation; i.e., to buy food stamps, or receive other medical help	B
Remind patients to take birth control pills	B
Counsel patients on venereal diseases	B
Distribute literature to social service and community services	B
Do family living counseling	C
Take urine samples	C
Set up the clinic with necessary supplies and instruments	C
Take weight and height measurements	C
Speak to organizations on contraception	C
Clean up the clinic	C
Straighten waiting room	C
Place clean linens in clinic	C
Assist doctor during examinations	C
Remove dirty linens	C

[a]An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; D a task which is performed less than once a year; - and a task which is never done.

Tasks	Performance Rate of Tasks
Show educational films to youth groups with parental consent	D
Sterilize instruments and other supplies	D
Take blood pressure	D
Clean laboratory	D
Wash speculums	D
Empty wash basins	D
Order supplies	D
Put away laundry	D
Fill wash basins	D
Take blood samples	D
Wash urine bottles	D
Take cultures to laboratory	D
Take speculums to central supply	D
Conduct in-service sessions for county agencies on family planning	D
Take blood samples to laboratory	D
Operate a maternity clothes exchange	D
Some counseling on sickle cell anemia	D
Take nursing students on home visitations	-

For Counselors on Alcoholism, all tasks with a mean frequency of 3.0 or higher were related to clerical duties (Table IV , items 29, 30 and 31). Those tasks related to legal decisions and the Courts were performed less frequently. The number was three out of seven tasks or 42.9 percent.

TABLE IV

TASKS PERFORMED BY
COUNSELORS ON ALCOHOLISM

Tasks (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
Write reports	A
Write letters	A
Keep records	A
Counsel wife or husband	B
Do follow-up with alcoholics after treatment	B
Complete alcoholic intake tests	B
Communicate with doctors and nurses	B
Conduct group education and lecture sessions	B
Counsel entire family	B
Coordinate treatment with employer	B
Make home visits to client, if he doesn't come to office	B
Assist with alcohol related emergencies at hospitals	B
Confer with Court on Alcoholic-centered cases	B
Confer with lawyers on Alcoholic-centered cases	B
Refer clients to marriage counselor	B
Coordinate treatment program with hospital	B
Seek referrals to the agency from the Court	B
Present talks for church groups, college classes, public schools, community organizations	C
Do marriage counseling	C
Refer clients to County Relief Board	C
Develop education program which include studies on the worth as a human being, values, health care	C
Organize activities of the Council on Alcoholism	C
Advise county on needs of the Council on Alcoholism	C
Supervise half-way house	C
Conduct in-service training sessions for counselors	C
Plan and supervise education programs in conjunction with the Court	C

[a]An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; D a task which is performed less than once a year; - and a task which is never done.

Tasks	Performance Rate of Tasks
Develop budgets	C
Go to police department to get listings of OMVI and intoxication cases	C
Coordinate program with Adult Corrections agencies	C
Work with juvenile probation officers on children's needs	C
Make referral to juvenile officers	C
Represent agency at committal hearings	C
Do OMVI evaluations for lawyers	D
Suggest finance and budget plans of half-way house program	D
Supervise marriage counseling	D
Develop occupational and physical therapy with hospital	D
Sit in on county health boards	D

The Management Aides in Low-Income Housing performed those tasks related to tenant relations most frequently (Table V , items 1, 30, 32, and 35). The number was four out of seven tasks or 57.1 percent. The least often performed tasks were those related to instructing tenant on care of living quarters. The number of tasks was 12 out of 15 or 80 percent.

TABLE V

TASKS PERFORMED BY
MANAGEMENT AIDES IN LOW-INCOME HOUSING PROJECT

Tasks (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
Answer telephone	A
Receive and handle complaints	A
Interpret regulations to residents	A
Explain computation of rent as based on incomes	A
Interview prospective tenants	A
Re-examination of tenants: send out forms for verification of income	A
Assist manager in keeping records	A
Explain procedures for reporting needed repairs	B
Make health and welfare referrals to proper agencies	B
Refer tenants to community services such as community health center	B
Supervise clerk/typist personnel	B
Re-examination of tenants: keep records of re-examination	B
Re-examination of tenants: prepare input sheets	B
Re-examination of tenants: prepare application for continued occupancy	B
Read contracts to residents	B
Re-examination of tenants: prepare new lease if there is a rent change	B
Assist manager in preparing reports	B
Prepare monthly and quarterly reports	B
Transfer tenant families to proper size housing unit	B
Prepare work orders	B
Process forms for tenant transfers within total project	C
Help occupants and prospective occupants fill out housing forms	C
Informs tenant of responsibilities in using project owned equipment	C

[a]An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; D a task which is performed less than once a year; - and a task which is never done.

Tasks	Performance Rate of Tasks
Discuss methods of garbage and trash disposal	C
Train clerk/typist personnel	C
Discuss proper care of family garbage containers	C
Explain pest control prevention	C
Interpret legal responsibilities of home ownership	C
Interpret regulations concerning decorating, hanging pictures, structural changes	C
Show tenants location of project facilities for family living, i.e., laundromat	D
Discuss with homemaker good grooming habits	D
Discuss suitable cleaning supplies	D
Provide information regarding pest control extermination	D
Instruct the safe use of equipment, stoves, laundry, gas heaters	D
Suggest safe storage of toys and small equipment	D
Provide insurance information	D
Instruct in do-it-yourself projects -- interior painting; yard and lawn care; fix leaking faucets	D
Instruct in care of yard adjacent to home unit	D
Supervise recreation and other programs	D
Demonstrate use and care of equipment in kitchen, bathroom, laundry, and refuse-disposal areas	D
Show methods of cleaning household surfaces	D
Demonstrate use of inexpensive cleaning supplies	D
Show proper methods of cleaning stove and refrigerator	-

Most of the tasks listed for the Deputy Juvenile Probation Officer Aide were performed with a frequency of 3.0 or higher. The number of tasks was 20 out of 26 or 76.9 percent. No task met the criterion of being infrequently performed.

TABLE VI

TASKS PERFORMED BY
DEPUTY JUVENILE PROBATION OFFICER AIDES

Tasks (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
Provide transportation to and from schools, hospitals, or help meet other needs of juvenile	A
Provide counseling for the juvenile case	A
Study police reports	A
Discuss personal problems with juvenile	A
Do routine office work	A
Cooperate with legal and social agencies	A
Prepare social history of juvenile	A
Assist with predisposition investigation	A
Prepare written information for the Courts	A
Assist with finding part-time employment for juvenile	A
Discuss school problems with teachers	A
Study reports from doctors and hospitals	A
Study reports from psychiatrists	A
Investigate child's home environment	A
Make recommendations to Court	A
Make visitations at home of juvenile	A
Make visitations at youth shelter	A
Make visitations in foster homes	A
Assist staff in the overall evaluation of the progress of each juvenile	A
Make referrals to other agencies	A
Participate in staffings with school administration	B
Interview juvenile's neighbors	B
Counsel parents	B
Interview siblings	B
Interview classmates	B
Locate foster homes	B

[a]An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; D a task which is performed less than once a year; - and a task which is never done.

Most of the tasks listed for Family Management Service workers met the criterion of being most frequently performed. The number of these tasks was 14 out of 18 or 77.8 percent. No task met the criterion of being infrequently performed.

TABLE VII

TASKS PERFORMED BY
FAMILY MANAGEMENT SERVICES

Tasks (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
Counsel families in debt	A
Analyze financial affairs of client	A
Analyze spending habits of client	A
Provide convenience paying for clients	A
Supervise clients' spending	A
Identify the family income	A
Suggest changes in spending habits	A
Handle clients' money; control paycheck	A
Work with creditors to set up payments	A
Arrange with creditors a fixed payment at fixed dates	A
Identify ways to balance spending and income	A
Educate clients on finances	A
Give advice on purchases	A
Counsel family during periods of crisis	A
Work with Courts to obtain child support payments	B
Do income tax work	B
Make legal referrals	B
Refer clients for marital counseling	C

[a]An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; D a task which is performed less than once a year; - and a task which is never done.

The mean frequency for similar tasks which were stated on the six questionnaires is reported on a two way matrix table as shown on page 35. Mean frequencies were calculated for each task and arranged in descending order according to the number of occupations performing a similar task. For ease in reading table VIII, letters A, B, C, or D were used. Also a dot (.) was used in this table to indicate a task not asked of respondents representing a particular occupation.

The tasks which were performed by most Family and Community Service occupations were making referrals to other agencies and providing counseling services. Varying kinds of clerical work were performed by all occupations. It is assumed that the task of answering the telephone may be performed by employees of each occupation, but this task was not asked of all six occupations.

TABLE VIII

TASKS PERFORMED IN FAMILY AND COMMUNITY SERVICE OCCUPATIONS

Performance Rate of Tasks[a]

TASKS Mean frequency Arranged in descending order of occupations performing task	OCCUPATIONS Visiting Homemaker	Alcohol Counselor	Family Pl. Health Aide	Mgt. Low-Rent Housing	Juvenile Prob. Aide	Family Mgt. Service
Make referrals to other agencies	C	.	A	A	A	C
Counseling	.	B	C	.	A	A
Write reports	B	A	.	B	.	.
Education; present talks	.	B	C	.	.	A
Develop budgets	C	C	.	.	.	A
Provide inservice training	.	C	C	B	.	.
Keep records	.	A	.	A	.	.
Remind patients of doctor appointments	A	.	A	.	.	.
File and do office work	.	.	A	.	A	.
Do follow-up studies	.	A	B	.	.	.
Conduct interviews	.	.	A	.	B	.
Be a friend; good listener	B	.	A	.	.	.
Provide transportation	B	.	B	.	.	.
Write letters	C	A	.	.	.	.
Laundry services	B	.	D	.	.	.
Answer telephone	.	.	A	.	.	.

[a]An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; D a task which is performed less than once a year; and . indicates a task not asked this occupation.

SUMMARY AND CONCLUSIONS

Because job opportunities are growing in the area of Family and Community Service occupations, there is a need to train persons for these occupational offerings at the secondary and postsecondary levels. This study surveyed employees of six Family and Community Service occupations to identify the tasks performed and the frequency of task performance.

A summary of the most frequently performed task clusters for each occupation follows:

1. Visiting Homemaker's most frequently performed tasks were related to meal preparation.
2. Counselors on Alcoholism performed tasks related to clerical duties most often.
3. Family Planning Health Aides most frequently performed tasks related to counseling and relationships.
4. Low-Rent Housing Management Aides were most frequently involved with tenant relations and interviews.
5. It was not possible to cluster the tasks performed most by Deputy Juvenile Probation Aides and by Family Management workers. Most tasks listed on the questionnaires for these occupations were performed frequently.
6. Tasks related to making agency referrals and providing counseling services were performed by most Family and Community Service occupations, as shown in the two way matrix table.

The findings of this study may be used by vocational home economics teachers in planning and developing curricula for Family and Community Service occupational training. It is suggested that vocational teachers and administrators work with an advisory council to determine how this study can best be put to use.

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APPENDIX A

UNI

UNIVERSITY OF NORTHERN IOWA · Cedar Falls, Iowa 50613

Department of Home Economics
Area 319 273-2814

I need your help in doing research for the State Department of Public Instruction. This research will result in a task/job matrix which will be used in planning school courses.

A questionnaire has been developed to find out what tasks are performed by _____. We are interested in tasks performed by an experienced worker.

Will you please help me by reviewing the enclosed Questionnaire and suggest changes on the Guide Sheet. Please return, in the enclosed stamped, self-addressed envelope, both the Questionnaire and the Guide Sheet by February 5, 1973.

Thank you for your cooperation.

Sincerely,

Barbara Parrish

Barbara Parrish
Research Assistant

Billie Lou Sands

Billie Lou Sands, Head
Department of Home Economics

BP:sw
Enc.

GUIDE SHEET FOR QUESTIONNAIRE

1. Questionnaire for Job Title of _____

2. Have we listed all the tasks related to your job?

   _____ yes _____ no

3. Please list the tasks we have forgotten.

   _____

   _____

   _____

   _____

4. If any of the tasks have not been stated clearly, please list the task number and your comments below.

TASK NUMBER	COMMENTS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5. Any additional comments or suggested changes:

6. How long did it take for you to do the questionnaire?_____ minutes.

UNIVERSITY OF NORTHERN IOWA · Cedar Falls, Iowa 50613

Department of Home Economics
Area 319 273-2814

I am presently doing research for the State Department of Public Instruction on the subject of "Identification of Tasks Performed by Paraprofessionals in Family and Community Services." This research will result in a job/task matrix which will be used in the development of school curricula.

In order to survey a sample of the Homemaker-Health Aides in Iowa, it is necessary for me to write to you to obtain the number and names of the Homemaker-Health Aides employed by your agency.

Your cooperation in filling out the enclosed questionnaire and returning it to me at your earliest convenience will be greatly appreciated. Thank you.

Sincerely,

Barbara Parrish

Barbara Parrish
Research Staff

BP:sw
Enc.

NAME _____

COUNTY _____

Number of People Employed as Homemaker-Health Aides _____

NAMES:

UNI

UNIVERSITY OF NORTHERN IOWA · Cedar Falls, Iowa 50613

Department of Home Economics
Area 319 273-2814

The Home Economics Department at University of Northern Iowa in cooperation with the Iowa Department of Public Instruction is conducting a state-wide study to determine the tasks performed by workers in various Family and Community Service related occupations.

In the last few years there has been an increased interest throughout the state in vocational education at the high school and post-secondary levels and for this reason the study has been undertaken. The information will be most helpful for educators who teach persons interested in employment in these occupations. Your cooperation in this study would be appreciated and we hope that you will take a little of your time to help us get the needed information.

We are enclosing a questionnaire and would like you to complete it at your earliest convenience. After the questionnaire is completed, please return it in the enclosed stamped, self-addressed envelope. If you have any questions, please call collect, 319-273-6268.

Only with your kind cooperation can we complete the study, and it will take less than thirty minutes for the employee to complete the questionnaire.

If you would be interested in receiving a summary of the results of the study, please let us know this also. It will be available in July.

Sincerely,

Barbara Parrish

Barbara Parrish
Research Assistant

Billie Lou Sands

Billie Lou Sands, Head
Department of Home Economics

/sw
Enc.

UNI

UNIVERSITY OF NORTHERN IOWA · Cedar Falls, Iowa 50613

Department of Home Economics
Area 319 273-2814

Three weeks ago you received a questionnaire asking you to identify tasks performed in your occupation. As of yet we have not received your response.

We know how easy it is to overlook something with today's busy schedules. Would you please take a few minutes during the next two or three days to respond to the questionnaire and return it to me. Your response will be most appreciated.

If by chance, you no longer have the questionnaire, please drop a card to us and we will be happy to send you one.

Sincerely,

Barbara Parrish

Barbara Parrish
Research Assistant

Billie Lou Sands, Head
Department of Home Economics

/sw

UNI

UNIVERSITY OF NORTHERN IOWA · Cedar Falls, Iowa 50613

Department of Home Economics
Area 319 273-2814

Dear Survey Respondent:

I am enclosing a duplicate of the questionnaire which was sent to you a few weeks ago. Without your assistance in completing the enclosed questionnaire, our study will be of little value.

The purpose of this study is to find out what tasks you need to perform and how often. This information will then be made available to persons who do training for the various jobs. Your answers will not be evaluated or reported in anyway. The responses will be tabulated as a group and in no way will names be associated with answers.

Your cooperation in filling out the questionnaire will be greatly appreciated. Thank you for your assistance.

Sincerely,

Barbara Parrish

Barbara Parrish
Research Assistant

B.L. Sands

Billie Lou Sands, Head
Department of Home Economics

/sw
Enc.

TABLE IX

PERCENT RESPONDENTS

OCCUPATION	1st Mailing	2nd Mailing	3rd Mailing
Visiting Homemaker or Homemaker Home/Health Aide	48.84%	69.58%	89.8%
Family Planning Health Aide	28.60%	67.85%	82.0%
Counselors on Alcoholism	50.90%	59.25%	74.0%
Management Aide in Low-Income Housing Project	25.00%	62.50%	100.0%
Deputy Juvenile Probation Officer Aide	100.00%	---	100.0%
Family Management Service	100.00%	---	100.0%

APPENDIX B

The Home Economics Department at University of Northern Iowa in cooperation with the Iowa Department of Public Instruction is conducting a state-wide study to determine the tasks performed by employees in Family and Community Service related occupations. We have identified many tasks in this area but need your help in clarifying the tasks performed in your particular occupation.

The questionnaire consists of two parts: (1) Part one asks you questions about you and your job so you can help us find information about people involved in an occupation similar to yours. Please fill in the blanks completely. It is very important that blanks not be left empty. All information will remain confidential.

(2) Part two of this questionnaire is in the form of a check list. This list includes many tasks which might be part of your job. The list also includes tasks which you may never do.

If you have any questions, please call collect 319-273-6268.

Without your help, this study will not be successful. Thank you for your time -- your cooperation is appreciated.

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PART ONE
INFORMATION SHEET

DIRECTIONS: Please answer the following informative questions to the best of your knowledge. If answers are not available to you, please ask your employer. Return this sheet with the completed questionnaire.

1. Age _____ 2. Sex _____

3. Name of Occupation-Job Title _____

4. Where are you employed? (business name/home)

_____

5. Address _____

6. County _____

7. Total length of time employed in this type of occupation _____

8. Check (X) for the highest grade completed in school and indicate the area of specialization where appropriate:

___ Elementary Degree
___ Some high school/adult high school equivalency classes
___ High school diploma
___ Trade school - What was your area of specialization? _____
___ Some area college courses - What was your area of specialization? _____
___ Associate degree from area/community colleges. What was your area of specialization? _____

(over)

8. (continued)

____ Some university/college courses. What was your area of specialization?

_____

____ Bachelor Degree. What was your area of specialization? _____

____ Master Degree. What was your area of specialization? _____

____ Other (list) _____

_____

9. Check (X) any of the following training programs that you participated in for preparing you for the work you are now doing and indicate length of time involved:

____ Adult classes related to the work you are now doing. How long was the course? _____

____ Short course provided by employer/ business. How long was the course? ___

____ Observation of another employee in the same occupation. How long did you observe before doing the work yourself? _____

____ Instructions in tasks and duties by the manager, or person in charge.

____ Home study courses related to your job. How long did you work on this? _____

____ Other programs (list) _____

_____

How long was the program? _____

PART TWO
CHECK SHEET FOR
VISITING HOMEMAKER OR HOMEMAKER HOME/HEALTH AIDE

DIRECTIONS: Please read each item in the following check sheet before marking the appropriate column. Mark each item with one of the following possibilities:

- check column 5 if the task is one which you would do every day in your job.
- check column 4 if the task is one which you would do at least once a week in your job.
- check column 3 if the task is one which you would do at least once a month in your job.
- check column 2 if the task is one which you might do at least once a year in your job.
- check column 1 if the task is one which you would never do in your job.

It is important that you check every item on the list. It is very important to this study that each person identify the tasks he performs that have been omitted. At the end of the checklist, space is provided in which you may list tasks that are a part of your job which we may have omitted in our list. Please mark each item that you list.

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
I. TASKS RELATED TO FOOD:					
1. Adapt family meals to conform to diets recommended by doctor					
2. Plan meals					
3. Serve meals					
4. Clean, prepare and/or cook various foods					
5. Select recipes					
6. Prepare market order					
7. Scrape and stack dishes					
8. Store food					
9. Store dishes					
10. Wash dishes by hand					
11. Prepare trays for ill or disabled persons					
12. Plan use of leftovers					
13. Clean work tables and sinks in the kitchen					
14. Prepare between meal nourishments					
15. Remove soiled dishes from the room					

PLEASE ANSWER QUESTIONS ON REVERSE SIDE

TASKS	I DO THIS TASK: Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
16. Wash water glasses					
17. Take inventories of food supplies					
18. Deliver trays to patient					
19. Purchase food					
20. Check menu for interest and attractiveness					
21. Prepare baby formula					
22. Tell person being served interesting items about food being served					
23. Adapt family meals to meet basic daily nutritional requirements					
24. Set table					
25. Accompany adult on shopping trips					
26. Write weekly report on each case					
27. Help families plan budgets					
28. Explain food stamp plan					
II. TASKS RELATED TO PERSONAL CARE:					
29. Recognize and report indications of personal, physical and mental problems of persons I serve to my supervisor, manager, or caseworker					
30. Try to operate within available family finances					
31. Turn the bed back for disabled persons					
32. Assist with dressing of disabled or ill					
33. Remind person of physician's orders and help the person carry out these orders					
34. Run errands for the disabled or ill					
35. Assist in caring for the hair of disabled or ill persons					
36. Report accidents to proper persons					
37. Provide companionship and compassion for adults					
38. Relieve persons of the physical responsibility of their tasks as needed					
39. Assist adults with bath					
40. Feed disabled adults					
41. Give first aid treatment					
42. Prepare trays for ill or disabled persons					
43. Write letters for the disabled or ill					
44. Assist adults with care of dentures					
45. Help person get ready for meal time					

TASKS	I DO THIS TASK: Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
46. Guide and direct family members in assuming various tasks					
47. Give bed baths					
48. Carry out physical therapy under the direction of a therapist					
49. Accompany wheel chair patient and insure his safety in the chair					
50. Change patient to dry clothes					
51. Take the patient to bathroom					
52. Walk with patient					
53. Assist patient to bed					
54. Clip finger and toe nails for patient					
55. Accompany client to doctor, clinic, or hospital for appointments					
56. Visit the client and/or his family at hospital					
57. Pick up medication					
III. TASKS RELATED TO CHILD CARE:					
58. Supervise play of children					
59. Assist children in preparation for bed and nap time					
60. Assist with bathing children					
61. Supervise and instruct children in performing chores					
62. Discipline children when necessary					
63. Assist with feeding of children					
64. Comfort hurt or upset child					
65. Treat minor injuries such as scratches for children					
66. Tell or read stories to children					
67. Take children to school					
68. Attend school conferences					
69. Attend school functions involving children of client					
70. Be a good listener					
71. Discuss problems and ideas with children of client					
72. Compliment children when deserved					
IV. TASKS RELATED TO HOUSEKEEPING:					
73. Air room					
74. Clean bathroom fixtures					
75. Remove from the room personal clothing of disabled person					

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PLEASE ANSWER QUESTIONS ON REVERSE SIDE

TASKS	I DO THIS TASK: Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
76. Scrub floors other than bathroom floors					
77. Clean mirrors					
78. Remove spots from furniture					
79. Remove accumulated trash from rooms					
80. Identify hazardous conditions					
81. Turn mattresses					
82. Air bedding, mattresses, and pillows					
83. Clean closets					
84. Clean range and/or oven					
85. Clean shelves					
86. Disinfect beds					
87. Wash tile walls					
88. Adjust heat and ventilation					
89. Vacuum floors, rugs and/or carpets					
90. Remove spots from woodwork					
91. Make beds					
92. Wax or apply finish to floors					
93. Disinfect and sterilize equipment for the ill person					
94. Clean and/or defrost refrigerator					
95. Assist ill or disabled person with cleaning of drawers					
96. Check lights and room equipment for needed replacement or repair					
97. Clean rugs and/or carpets by hand					
98. Dust woodwork, furniture, picture moldings, light fixtures, and radiators					
99. Wash windows					
100. Choose products, techniques, practices and equipment appropriate for the job at hand					
101. Assist in correcting hazardous conditions					
102. Remove spots from rugs					
103. Vacuum draperies					
104. Scrub bathroom floors					
105. Replace supplies in bedroom and bathroom					
106. Water and care for plants					
107. Feed and care for pets					
108. Contact maintenance personnel					

TASKS	I DO THIS TASK: Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
V. TASKS RELATED TO LAUNDRY:					
109. Iron clothes by hand					
110. Fold and sort laundry					
111. Pretreat heavily soiled items for laundry					
112. Prepare washing solution by selecting appropriate detergents, bleaches, and other laundry products					
113. Select appropriate water temperature for laundry					
114. Remove soiled bed and bath linens					
115. Hang clothes on line for drying					
116. Dry clothes by machine					
117. Do hand laundry					
118. Assist with mending					

Please list other tasks you do:

PART TWO
CHECK SHEET FOR
FAMILY PLANNING HEALTH AIDE

DIRECTIONS: Please read each item in the following check sheet before marking the appropriate column. Mark each item with one of the following possibilities:

- check column 5 if the task is one which you would do every day in your job.
- check column 4 if the task is one which you would do at least once a week in your job.
- check column 3 if the task is one which you would do at least once a month in your job.
- check column 2 if the task is one which you might do at least once a year in your job.
- check column 1 if the task is one which you would never do in your job.

It is important that you check every item on the list. It is very important to this study that each person identify the tasks he performs that have been omitted. At the end of the checklist, space is provided in which you may list tasks that are a part of your job which we may have omitted in our list. Please mark each item that you list.

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
1. Set up the clinic with necessary supplies and instruments					
2. Order supplies					
3. Sterilize instruments and other supplies					
4. Fill wash basins					
5. Put away laundry					
6. Take blood pressure					
7. Take weight and height measurements					
8. Take urine samples					
9. Take blood samples					
10. Make return appointments for patient					
11. Do interviews - health					
12. Do social interviews					
13. Assist doctor during examinations					
14. Clean up the clinic					
15. Remove dirty linens					
16. Place clean linens in clinic					

PLEASE ANSWER QUESTIONS ON REVERSE SIDE

TASKS	I DO THIS TASK: Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
17. Wash speculums					
18. Empty wash basins					
19. Straighten waiting room					
20. Clean laboratory					
21. Take cultures to laboratory					
22. Take blood samples to laboratory					
23. Take speculums to central supply					
24. Answer office telephone					
25. Keep patient records					
26. File and do routine office work					
27. Help solve problems of patient through counseling					
28. Make home visits to patients					
29. Remind patients of appointments					
30. Remind patients to take birth control pills					
31. Answer questions about birth control methods					
32. Operate a maternity clothes exchange					
33. Some counseling on sickle cell anemia					
34. Recruit patients to the clinic					
35. Counsel patients on contraception					
36. Speak to organizations on contraception					
37. Do family living counseling					
38. Distribute literature to social service and community services					
39. Take nursing students on home visitations					
40. Counsel patients on venereal diseases					
41. Refer venereal disease patients to proper agency					
42. Conduct in-service sessions for county agencies on family planning					
43. Refer patients to needed social agencies					
44. Do follow-up for patients who are referred to other agencies					

TASKS	I DO THIS TASK: Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
45. Be a friend to the patient					
46. Help provide transportation; i.e., to buy food stamps, or receive other medical help					
47. Show educational films to youth groups with parental consent					
48. Wash urine bottles					

Please list any other tasks you do:

PART TWO
CHECK SHEET FOR
COUNCELORS ON ALCOHOLISM

DIRECTIONS: Please read each item in the following check sheet before marking the appropriate column. Mark each item with one of the following possibilities:

- check column 5 if the task is one which you would do every day in your job.
- check column 4 if the task is one which you would do at least once a week in your job.
- check column 3 if the task is one which you would do at least once a month in your job.
- check column 2 if the task is one which you might do at least once a year in your job.
- check column 1 if the task is one which you would never do in your job.

It is important that you check every item on the list. It is very important to this study that each person identify the tasks he performs that have been omitted. At the end of the checklist, space is provided in which you may list tasks that are a part of your job which we may have omitted in our list. Please mark each item that you list.

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
1. Present talks for church groups, college classes, public schools, community organizations					
2. Sit in or county health boards					
3. Advise county on needs of the Council on Alcoholism					
4. Counsel entire family					
5. Refer clients to County Relief Board					
6. Work with juvenile probation officers on children's needs					
7. Do marriage counseling					
8. Refer clients to marriage counselor					
9. Counsel wife or husband					
10. Supervise marriage counseling					
11. Make referral to juvenile officers					
12. Coordinate treatment program with hospital					
13. Communicate with doctors and nurses					
14. Coordinate treatment with employer					
15. Develop occupational and physical therapy with hospital					
16. Go to police department to get listings of OMVI and intoxication cases					
17. Confer with Court on Alcoholic-centered cases					
18. Confer with lawyers on Alcoholic-centered cases					

PLEASE ANSWER QUESTIONS ON REVERSE SIDE

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
19. Seek referrals to the agency from the Court					
20. Coordinate program with Adult Corrections agencies					
21. Plan and supervise education programs in conjunction with the Court					
22. Do OMVI evaluations for lawyers					
23. Complete alcoholic intake tests					
24. Develop budgets					
25. Supervise half-way house					
26. Suggest finance and budget plans of half-way house program					
27. Develop education program which include studies on the worth as a human being, values, health care					
28. Conduct group education and lecture sessions					
29. Write reports					
30. Write letters					
31. Keep records					
32. Organize activities of the Council on Alcoholism					
33. Conduct in-service training sessions for counselors					
34. Do follow-up with alcoholics after treatment					
35. Make home visits to client, if he doesn't come to office					
36. Assist with alcohol related emergencies at hospitals					
37. Represent agency at committal hearings					

Please list any other tasks you do:

PART TWO
CHECK SHEET FOR
MANAGEMENT AIDE IN LOW-INCOME HOUSING PROJECT

DIRECTIONS: Please read each item in the following check sheet before marking the appropriate column. Mark each item with one of the following possibilities:

- check column 5 if the task is one which you would do every day in your job.
- check column 4 if the task is one which you would do at least once a week in your job.
- check column 3 if the task is one which you would do at least once a month in your job.
- check column 2 if the task is one which you might do at least once a year in your job.
- check column 1 if the task is one which you would never do in your job.

It is important that you check every item on the list. It is very important to this study that each person identify the tasks he performs that have been omitted. At the end of the checklist, space is provided in which you may list tasks that are a part of your job which we may have omitted in our list. Please mark each item that you list.

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
1. Interpret regulations to residents					
2. Read contracts to residents					
3. Help occupants and prospective occupants fill out housing forms					
4. Show tenants location of project facilities for family living, i.e., laundromat					
5. Demonstrate use and care of equipment in kitchen, bathroom, laundry, and refuse-disposal areas					
6. Informs tenant of responsibilities in using project owned equipment					
7. Discuss with homemaker good grooming habits					
8. Show proper methods of cleaning stove and refrigerator					
9. Show methods of cleaning household surfaces					
10. Demonstrate use of inexpensive cleaning supplies					
11. Discuss suitable cleaning supplies					
12. Explain pest control prevention					
13. Provide information regarding pest control extermination					
14. Discuss methods of garbage and trash disposal					
15. Discuss proper care of family garbage containers					
16. Explain procedures for reporting needed repairs					

PLEASE ANSWER QUESTIONS ON REVERSE SIDE

TASKS	I DO THIS TASK: Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
17. Interpret regulations concerning decorating, hanging pictures, structural changes					
18. Instruct the safe use of equipment, stoves, laundry, gas heaters					
19. Suggest safe storage of toys and small equipment					
20. Instruct in care of yard adjacent to home unit					
21. Assist manager in keeping records					
22. Assist manager in preparing reports					
23. Refer tenants to community services such as community health center					
24. Instruct in do-it-yourself projects -- interior painting; yard and lawn care; fix leaking faucets					
25. Provide insurance information					
26. Interpret legal responsibilities of home ownership					
27. Answer telephone					
28. Supervise recreation and other programs					
29. Prepare work orders					
30. Explain computation of rent as based on incomes					
31. Make health and welfare referrals to proper agencies					
32. Receive and handle complaints					
33. Train clerk/typist personnel					
34. Supervise clerk/typist personnel					
35. Interview prospective tenants					
36. Prepare monthly and quarterly reports					
37. Transfer tenant families to proper size housing unit					
38. Process forms for tenant transfers within total project					
RE-EXAMINATION OF TENANTS:					
39. Prepare application for continued occupancy					
40. Send out forms for verification of income					
41. Prepare new lease if there is a rent change					
42. Prepare input sheets					
43. Keep records of re-examination					

Please list any other tasks you do:

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PART TWO
CHECK SHEET FOR
DEPUTY JUVENILE PROBATION OFFICER AIDE

DIRECTIONS: Please read each item in the following check sheet before marking the appropriate column. Mark each item with one of the following possibilities:

- check column 5 if the task is one which you would do every day in your job.
- check column 4 if the task is one which you would do at least once a week in your job.
- check column 3 if the task is one which you would do at least once a month in your job.
- check column 2 if the task is one which you might do at least once a year in your job.
- check column 1 if the task is one which you would never do in your job.

It is important that you check every item on the list. It is very important to this study that each person identify the tasks he performs that have been omitted. At the end of the checklist, space is provided in which you may list tasks that are a part of your job which we may have omitted in our list. Please mark each item that you list.

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
1. Prepare social history of juvenile					
2. Provide transportation to and from schools, hospitals, or help meet other needs of juvenile					
3. Assist with predisposition investigation					
4. Prepare written information for the Courts					
5. Provide counseling for the juvenile case					
6. Assist with finding part-time employment for juvenile					
7. Participate in staffings with school administration					
8. Discuss school problems with teachers					
9. Study police reports					
10. Interview juvenile's neighbors					
11. Study reports from doctors and hospitals					
12. Study reports from psychiatrists					
13. Investigate child's home environment					
14. Make recommendations to Court					
15. Counsel parents					
16. Make visitations at home of juvenile					
17. Make visitations at youth shelter					
18. Interview siblings					
19. Interview classmates					
20. Locate foster homes					

PLEASE ANSWER QUESTIONS ON REVERSE SIDE

TASKS	I DO THIS TASK: Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
21. Make visitations in foster homes					
22. Discuss personal problems with juvenile					
23. Assist staff in the overall evaluation of the progress of each juvenile					
24. Make referrals to other agencies					
25. Do routine office work					
26. Cooperate with legal and social agencies					

Please list any other tasks you do:

PART TWO
CHECK SHEET FOR
FAMILY MANAGEMENT SERVICES

DIRECTIONS: Please read each item in the following check sheet before marking the appropriate column. Mark each item with one of the following possibilities:

- check column 5 if the task is one which you would do every day in your job.
- check column 4 if the task is one which you would do at least once a week in your job.
- check column 3 if the task is one which you would do at least once a month in your job.
- check column 2 if the task is one which you might do at least once a year in your job.
- check column 1 if the task is one which you would never do in your job.

It is important that you check every item on the list. It is very important to this study that each person identify the tasks he performs that have been omitted. At the end of the checklist, space is provided in which you may list tasks that are a part of your job which we may have omitted in our list. Please mark each item that you list.

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
1. Counsel families in debt					
2. Analyze financial affairs of client					
3. Supervise clients' spending					
4. Analyze spending habits of client					
5. Identify the family income					
6. Suggest changes in spending habits					
7. Identify ways to balance spending and income					
8. Handle clients' money; control paycheck					
9. Work with creditors to set up payments					
10. Arrange with creditors a fixed payment at fixed dates					
11. Work with Courts to obtain child support payments					
12. Counsel family during periods of crisis					
13. Educate clients on finances					

PLEASE ANSWER QUESTIONS ON REVERSE SIDE

TASKS	I DO THIS TASK: Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
14. Give advice on purchases					
15. Provide convenience paying for clients					
16. Do income tax work					
17. Make legal referrals					
18. Refer clients for marital counseling					

Please list any other tasks you do:

PART TWO
CHECK SHEET FOR
COMPANION TO AN ELDERLY PERSON

DIRECTIONS: Please read each item in the following check sheet before marking the appropriate column. Mark each item with one of the following possibilities:

- check column 5 if the task is one which you would do every day in your job.
- check column 4 if the task is one which you would do at least once a week in your job.
- check column 3 if the task is one which you would do at least once a month in your job.
- check column 2 if the task is one which you would do at least once a year in your job.
- check column 1 if the task is one which you would never do in your job.

It is important that you check every item on the list. At the end of the checklist, space is provided in which you may list tasks that are a part of your job which we may have omitted in our list. Please mark each item that you list. It is very important to this study that each person identify the tasks he performs that have been omitted.

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
1. Assist the elderly person with grooming and bathing					
2. Assist the elderly person with dressing					
3. Take to beauty parlor					
4. Shampoo and set hair					
5. Do hand laundry					
6. Press clothes					
7. Mend clothes					
8. Store in accustomed places					
9. Take or send clothes to commercial cleaners					
10. Polish shoes					
11. Take shoes to be repaired					
12. Prepare and serve suitable meals					
13. Help plan nutritious meals for elderly					
14. Store leftover food					
15. Wash dishes					
16. Set table					
17. Keep the living area clean, orderly and attractive					
18. Make attractive flower arrangements and groupings of bric-a-brac					

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
19. Eliminate household hazards; i.e., small rugs, waxed floors					
20. Encourage installation of safety devices; i.e., stair railings, wall handles at tub and toilet, carpeting on floors					
21. Anticipate danger zones and give extra precautionary help					
22. Notify doctor in an emergency					
23. Keep telephone numbers to use in emergencies					
24. Apply appropriate first-aid measures for cuts, burns, fainting					
25. Accompany elderly person to doctor's office, shopping, movie, or on an extended tour					
26. Address greeting cards or write letters					
27. Attend to business transactions; i.e., going to bank, paying bills, making telephone calls					
28. Accompany person to church, social gatherings, or to call on friends					
29. Arrange to entertain friends or relatives					
30. Read aloud, play games, or be an interested listener					
31. Take and record telephone messages					
32. Help elderly person keep financial records and receipts					

Please list any other tasks you do:

PART TWO
CHECK SHEET FOR
HOMEMAKER'S ASSISTANT

DIRECTIONS: Please read each item in the following check sheet before marking the appropriate column. Mark each item with one of the following possibilities:

- check column 5 if the task is one which you would do every day in your job.
- check column 4 if the task is one which you would do at least once a week in your job.
- check column 3 if the task is one which you would do at least once a month in your job.
- check column 2 if the task is one which you would do at least once a year in your job.
- check column 1 if the task is one which you would never do in your job.

It is important that you check every item on the list. At the end of the checklist, space is provided in which you may list tasks that are a part of your job which we may have omitted in our list. Please mark each item that you list. It is very important to this study that each person identify the tasks he performs that have been omitted.

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
I. TASKS RELATED TO BASIC CLEANING:					
1. Assemble equipment and cleaning materials needed					
2. Empty all trash					
3. Dust walls with vacuum brush or clean cloth over broom					
4. Dust picture frames, tops of window and door moldings, and baseboards with vacuum attachments or dust cloth					
5. Dust drapes, upholstered furniture, lamps, and books with vacuum attachments					
6. Vacuum rugs or carpeting					
7. Clean uncarpeted floor with dust mop or vacuum brush					
8. Remove finger marks on doors, and dust off soot from window sills and venetian blinds with damp cloth					
9. Remove spots from upholstered furniture or rugs					
10. Dust and polish wooden parts of furniture					
11. Air bedding, mattress, and pillows					
12. Clean mattress and box springs with vacuum					
13. Turn mattress					
14. Make bed with fresh linen					
15. Clean closets					
16. Defrost and clean refrigerator					
17. Clean stove					

TASKS	I DO THIS TASK: Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
18. Clean shelves and drawers of cupboards					
19. Clean work tables and sink					
20. Remove bathroom rugs and soiled bath linen					
21. Clean and disinfect toilet					
22. Polish and clean mirrors					
23. Clean soapdish and toothbrush holder					
24. Clean light fixtures					
25. Clean lavatory and faucets					
26. Put up clean towels					
27. Replace soap and toilet tissue if needed					
28. Clean and store equipment properly after use					
II. TASKS RELATED TO HOME LAUNDRY PROCEDURES:					
29. Prepare soiled clothes and linens for laundering					
30. Determine correct temperature of water for different fabrics or colors					
31. Determine types and correct uses of laundry products					
32. Prepare washed and dried garments and linens for storage or ironing					
33. Wash by hand garments of delicate fabric					
34. Use equipment provided for drying of clothes					
35. Iron or press clothes					
III. TASKS RELATED TO PREVENTING HOME ACCIDENTS AND ASSISTING WITH HOME CARE OF THE SICK:					
36. Detect and eliminate common household hazards					
37. Help sick person with bath and personal grooming					
38. Prepare special diet or simple meals					
39. Follow directions from doctor or nurse					
40. Take proper action in an emergency					
41. Administer first aid					
42. Telephone proper authorities in case of emergency					
IV. TASKS RELATED TO FOOD PREPARATION AND SERVING:					
43. Plan nutritious meals for the family					
44. Shop for food supplies					
45. Prepare family meals					
46. Organize food for storage in available space					
47. Prevent spoilage and contamination of food by proper food handling					
48. Wash dishes and clean kitchen after meals					

TASKS	I DO THIS TASK: Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
49. Set table					
50. Serve the meal					
V. TASKS RELATED TO CARE OF CHILDREN DURING MOTHER'S ABSENCE:					
51. Prepare simple nutritious food					
52. Provide periods of rest and sleep needed					
53. Supervise in-door play					
54. Supervise out-of-door play					
55. Observe play activities frequently - be aware of safety precautions					
VI. TASKS RELATED TO MEETING PEOPLE OUTSIDE THE FAMILY:					
56. Answer the door					
57. Take telephone messages					

Please list any other tasks you do:

APPENDIX C

TABLE X

AGE OF RESPONDENTS

AGE	OCCUPATIONS											
	VISITING HOMEMAKER OR HOMEMAKER HOME/HEALTH AIDE		FAMILY PLANNING HEALTH AIDE		COUNSELORS ON ALCOHOLISM		MANAGEMENT AIDE IN LOW-INCOME HOUSING PROJECT		DEPUTY JUVENILE PROBATION OFFICER AIDE		FAMILY MANAGEMENT SERVICE	
	N	Percent	N	Percent	N	Percent	N	Percent	N	Percent	N	Percent
Under 25	7	4.00	2	10.00	1	2.60	1	6.30	0	0.00	0	0.00
26 - 45	46	26.00	14	70.00	15	39.50	10	62.50	0	0.00	2	66.66
46 - 65	110	62.10	4	20.00	19	50.00	3	18.80	1	100.00	1	33.33
Over 65	14	7.90	0	0.00	3	7.90	2	12.50	0	0.00	0	0.00

TABLE XI

HIGHEST GRADE OF EDUCATION COMPLETED

GRADE LEVEL	VISITING HOMEMAKER OR HOMEMAKER HOME/HEALTH AIDE		FAMILY PLANNING HEALTH AIDE		COUNSELORS ON ALCOHOLISM		MANAGEMENT AIDE IN LOW-INCOME HOUSING PROJECT		DEPUTY JUVENILE PROBATION OFFICER AIDE		FAMILY MANAGEMENT SERVICE	
	N	Percent	N	Percent	N	Percent	N	Percent	N	Percent	N	Percent
Elementary Education	13	7.30	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Some High School	39	22.00	2	10.00	2	5.30	1	6.30	0	0.00	0	0.00
High School Diploma	73	41.20	6	30.00	7	18.40	5	31.30	1	100.00	2	66.66
Trade School	10	5.60	3	15.00	0	0.00	2	12.50	0	0.00	0	0.00
Some area College Courses	29	16.40	4	20.00	7	18.40	4	25.00	0	0.00	0	0.00
Associate Degree area/Community College	3	1.70	0	0.00	1	2.60	0	0.00	0	0.00	0	0.00
Some University/ College Courses	10	5.60	5	25.00	12	31.60	0	0.00	0	0.00	0	0.00
Bachelor Degree	0	0.00	0	0.00	5	13.20	0	0.00	0	0.00	1	33.33
Master Degree	0	0.00	0	0.00	1	2.60	0	0.00	0	0.00	0	0.00

TABLE XII

VISITING HOMEMAKER OR HOMEMAKER HOME/HEALTH AIDE

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
Tasks related to Foods						
	1	37	2.83	4.00	1.59	2.54
	2	20	3.17	4.00	1.27	1.62
	3	12	3.34	4.00	1.25	1.56
	4	9	3.49	4.00	.98	.97
	5	45	2.71	4.00	1.51	2.29
	6	52	2.60	4.00	1.44	2.08
	7	7	3.59	4.00	.98	.95
	8	11	3.44	4.00	1.07	1.15
	9	8	3.51	4.00	1.07	1.14
	10	4	3.67	4.00	.80	.63
	11	49	2.65	4.00	1.67	2.78
	12	29	3.01	4.00	1.48	2.19
	13	1	3.76	4.00	.63	.40
	14	61	2.34	4.00	1.79	3.20
	15	10	3.46	4.00	1.18	1.39
	16	3	3.71	4.00	.78	.62
	17	54	2.56	4.00	1.42	2.00
	18	66	2.29	4.00	1.76	3.09
	19	51	2.61	4.00	1.30	1.68

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
	20	47	2.68	4.00	1.62	2.62
	21	115	.72	4.00	1.42	2.02
	22	68	2.28	4.00	1.73	3.01
	23	30	2.99	4.00	1.48	2.20
	24	18	3.21	4.00	1.36	1.84
	25	74	2.08	4.00	1.60	2.56
	26	34	2.87	4.00	1.33	1.77
	27	105	1.26	4.00	1.52	2.30
	28	111	1.06	4.00	1.30	1.70
Tasks related to Personal Care						
	29	27	3.05	4.00	.96	.93
	30	23	3.10	4.00	1.43	2.05
	31	41	2.79	4.00	1.65	2.73
	32	25	3.08	4.00	1.44	2.09
	33	26	3.05	4.00	1.38	1.89
	34	19	3.19	4.00	1.12	1.25
	35	16	3.24	4.00	1.11	1.23
	36	50	2.64	4.00	1.56	2.43
	37	2	3.73	4.00	.74	.55
	38	6	3.57	4.00	1.05	1.09
	39	21	3.15	4.00	1.28	1.64
	40	84	1.78	4.00	1.85	3.40
	41	99	1.43	4.00	1.62	2.64

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
	42	64	2.21	4.00	1.76	3.11
	43	97	1.51	4.00	1.57	2.47
	44	71	2.18	4.00	1.86	3.45
	45	36	2.83	4.00	1.67	2.79
	46	62	2.33	4.00	1.73	3.01
	47	42	2.76	4.00	1.57	2.48
	48	83	1.81	4.00	1.79	3.19
	49	57	2.44	4.00	1.73	2.98
	50	59	2.38	4.00	1.75	3.08
	51	48	2.66	4.00	1.73	2.99
	52	38	2.81	4.00	1.59	2.54
	53	46	2.68	4.00	1.69	2.84
	54	102	1.32	4.00	1.56	2.45
	55	94	1.56	4.00	1.35	1.81
	56	109	1.18	4.00	1.38	1.89
	57	80	1.91	4.00	1.42	2.02
Tasks related to Child Care						
	58	85	1.75	4.00	1.80	3.24
	59	100	1.42	4.00	1.74	3.03
	60	95	1.56	4.00	1.77	3.14
	61	88	1.71	4.00	1.80	3.24
	62	90	1.60	4.00	1.77	3.15

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
	63	92	1.58	4.00	1.78	3.17
	64	81	1.86	4.00	1.75	3.05
	65	91	1.59	4.00	1.75	3.05
	66	93	1.57	4.00	1.76	3.09
	67	112	.89	4.00	1.49	2.21
	68	118	.24	4.00	.83	.69
	69	117	.30	4.00	.90	.82
	70	70	2.22	4.00	1.88	3.57
	71	89	1.65	4.00	1.78	3.15
	72	73	2.11	4.00	1.84	3.38
Tasks related to Housekeeping						
	73	15	3.24	4.00	1.11	1.24
	74	13	3.33	4.00	.95	.90
	75	17	3.22	4.00	1.34	1.78
	76	32	2.92	4.00	1.01	1.02
	77	39	2.81	4.00	.91	.82
	78	75	2.06	4.00	1.41	2.00
	79	14	3.32	4.00	.97	.94
	80	40	2.80	4.00	1.35	1.81
	81	87	1.74	4.00	1.20	1.44
	82	96	1.55	4.00	1.28	1.65
	83	104	1.29	4.00	1.29	1.67

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
	84	56	2.47	4.00	1.18	1.39
	85	82	1.86	4.00	1.14	1.31
	86	110	1.06	4.00	1.36	1.84
	87	107	1.21	4.00	1.39	1.92
	88	65	2.30	4.00	1.73	2.98
	89	22	3.15	4.00	.84	.70
	90	63	2.32	4.00	1.34	1.79
	91	5	3.67	4.00	.76	.57
	92	108	1.21	4.00	1.39	1.92
	93	78	1.97	4.00	1.79	3.21
	94	72	2.16	4.00	.97	.93
	95	101	1.35	4.00	1.20	1.43
	96	98	1.49	4.00	1.41	1.97
	97	113	.84	4.00	1.36	1.84
	98	28	3.01	4.00	.90	.81
	99	86	1.74	4.00	1.11	1.23
	100	35	2.86	4.00	1.45	2.10
	101	60	2.35	4.00	1.55	2.39
	102	103	1.31	4.00	1.34	1.79
	103	106	1.24	4.00	1.31	1.72
	104	31	2.97	4.00	.95	.91
	105	55	2.48	4.00	1.39	1.92
	106	69	2.24	4.00	1.40	1.95

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
	107	114	.81	4.00	1.40	1.97
	108	116	.68	4.00	1.20	1.43
Tasks related to Laundry						
	109	58	2.39	4.00	1.21	1.45
	110	33	2.89	4.00	1.02	1.04
	111	79	1.97	4.00	1.57	2.46
	112	53	2.58	4.00	1.34	1.80
	113	43	2.74	4.00	1.24	1.53
	114	24	3.09	4.00	1.04	1.09
	115	76	2.05	4.00	1.51	2.29
	116	44	2.71	4.00	1.18	1.40
	117	67	2.29	4.00	1.50	2.25
	118	77	2.03	4.00	1.38	1.90

TABLE XIII

FAMILY PLANNING HEALTH AIDE

ITEM NUMBER	RANK	MEAN	RANGE	S.D.	VARIANCE
1	23	1.53	4.00	1.68	2.82
2	37	.79	3.00	1.23	1.51
3	32	1.00	4.00	1.53	2.33
4	39	.83	3.00	1.38	1.91
5	38	.79	3.00	1.36	1.84
6	33	1.00	4.00	1.56	2.44
7	24	1.47	4.00	1.80	3.26
8	22	1.68	4.00	1.86	3.45
9	40	.74	4.00	1.49	2.21
10	8	3.40	3.00	.88	.78
11	13	3.16	4.00	1.34	1.81
12	11	3.26	4.00	1.33	1.76
13	29	1.11	3.00	1.49	2.21
14	26	1.32	4.00	1.60	2.56
15	30	1.11	3.00	1.49	2.21
16	28	1.21	3.00	1.48	2.18
17	35	1.00	3.00	1.46	2.12
18	36	.90	3.00	1.37	1.88
19	27	1.26	4.00	1.59	2.54
20	34	.95	4.00	1.51	2.28
21	42	.77	3.00	1.15	1.32

ITEM NUMBER	RANK	MEAN	RANGE	S.D.	VARIANCE
22	45	.59	3.00	1.12	1.26
23	43	.67	3.00	1.28	1.65
24	1	3.90	1.00	.31	.10
25	7	3.79	2.00	.54	.29
26	2	3.85	2.00	.49	.24
27	3	3.80	2.00	.52	.27
28	14	3.05	4.00	1.22	1.50
29	9	3.40	4.00	1.00	.99
30	18	2.42	4.00	1.74	3.04
31	4	3.80	2.00	.52	.27
32	46	.42	4.00	1.26	1.59
33	47	.37	4.00	1.12	1.25
34	16	2.68	4.00	1.60	2.56
35	10	3.35	4.00	1.27	1.61
36	25	1.42	4.00	1.71	2.92
37	21	1.94	4.00	1.92	3.70
38	20	2.10	4.00	1.37	1.88
39	48	.06	1.00	.24	.06
40	19	2.32	4.00	1.64	2.67
41	12	3.00	3.00	1.17	1.37
42	44	1.67	4.00	1.33	1.77
43	5	3.65	2.00	.67	.45
44	15	2.95	4.00	1.55	2.39

ITEM NUMBER	RANK	MEAN	RANGE	S.D.	VARIANCE
45	6	3.90	1.00	.32	.10
46	17	2.63	4.00	1.64	2.69
47	31	1.17	4.00	1.51	2.27
48	41	.94	4.00	1.52	2.31

TABLE XIV

COUNSELORS ON ALCOHOLISM

ITEM NUMBER	RANK	MEAN	RANGE	S.D.	VARIANCE
1	18	2.00	4.00	1.05	1.11
2	37	.67	2.00	.82	.67
3	23	1.40	4.00	1.25	1.57
4	9	2.75	4.00	1.00	.99
5	20	1.74	4.00	1.29	1.66
6	30	1.26	3.00	1.09	1.20
7	19	1.81	4.00	1.43	2.05
8	15	2.25	4.00	1.03	1.05
9	4	3.17	4.00	1.03	1.06
10	35	.77	4.00	1.52	2.30
11	31	1.17	4.00	1.29	1.68
12	16	2.22	4.00	1.42	2.01
13	7	2.87	4.00	1.03	1.07
14	10	2.57	4.00	1.04	1.08
15	36	.71	3.00	1.15	1.33
16	28	1.55	4.00	1.62	2.63
17	13	2.27	4.00	1.31	1.70
18	14	2.22	4.00	1.18	1.40
19	17	2.31	4.00	1.43	2.05
20	29	1.35	4.00	1.35	1.81
21	26	1.49	4.00	1.40	1.96

ITEM NUMBER	RANK	MEAN	RANGE	S.D.	VARIANCE
22	33	1.21	4.00	1.32	1.74
23	6	3.23	4.00	1.03	1.06
24	27	1.49	4.00	1.62	2.61
25	24	1.59	4.00	1.67	2.80
26	34	1.09	4.00	1.58	2.51
27	21	1.73	4.00	1.72	2.96
28	8	2.78	4.00	.80	.64
29	1	3.69	2.00	.58	.33
30	2	3.31	3.00	.82	.68
31	3	3.56	4.00	1.08	1.16
32	22	1.65	4.00	1.63	2.66
33	25	1.67	4.00	1.56	2.42
34	5	3.14	4.00	1.05	1.09
35	11	2.44	4.00	1.16	1.34
36	12	2.51	4.00	1.01	1.02
37	32	1.24	4.00	1.10	1.22

TABLE XV

MANAGEMENT AIDE IN LOW-INCOME HOUSING PROJECT

ITEM NUMBER	RANK	MEAN	RANGE	S.D.	VARIANCE
1	3	3.19	2.00	.83	.70
2	15	2.31	4.00	1.25	1.56
3	22	2.07	4.00	1.54	2.38
4	30	1.39	4.00	1.39	1.92
5	40	.50	4.00	1.16	1.35
6	23	1.60	4.00	1.55	2.40
7	31	.87	4.00	1.36	1.85
8	43	.23	2.00	.60	.36
9	41	.33	2.00	.72	.52
10	42	.13	2.00	.50	.25
11	32	.81	4.00	1.33	1.76
12	27	1.13	4.00	1.67	2.78
13	33	1.07	4.00	1.44	2.07
14	24	1.60	4.00	1.60	2.54
15	26	1.40	4.00	1.55	2.40
16	8	2.94	3.00	1.00	1.00
17	29	1.00	3.00	1.16	1.33
18	34	.93	4.00	1.39	1.92
19	35	1.00	4.00	1.47	2.15
20	38	.64	4.00	1.22	1.48
21	7	3.27	4.00	1.22	1.50

ITEM NUMBER	RANK	MEAN	RANGE	S.D.	VARIANCE
22	17	2.92	4.00	1.32	1.74
23	10	2.81	4.00	1.33	1.76
24	37	1.60	4.00	1.30	1.69
25	36	.73	4.00	1.22	1.50
26	28	1.36	4.00	1.65	2.71
27	1	4.00	0.00	0.00	0.00
28	39	.47	2.00	.83	.70
29	20	2.00	4.00	1.97	3.87
30	4	3.79	2.00	.58	.34
31	9	3.20	3.00	1.15	1.31
32	2	3.53	2.00	.83	.70
33	25	1.60	4.00	1.81	3.26
34	11	2.81	4.00	1.83	3.36
35	5	3.47	3.00	.92	.84
36	18	2.27	4.00	1.03	1.07
37	19	2.27	4.00	1.75	3.07
38	21	2.29	4.00	1.73	2.99
39	14	2.60	4.00	1.68	2.83
40	6	3.33	4.00	1.40	1.95
41	16	2.31	4.00	1.92	3.70
42	13	2.69	4.00	1.74	3.03
43	12	3.00	4.00	1.51	2.29

TABLE XVI

DEPUTY JUVENILE PROBATION OFFICER AIDE

ITEM NUMBER	RANK	MEAN	RANGE	S.D.	VARIANCE
1	7	3.00	0.00	0.00	0.00
2	1	4.00	0.00	0.00	0.00
3	8	3.00	0.00	0.00	0.00
4	9	3.00	0.00	0.00	0.00
5	2	4.00	0.00	0.00	0.00
6	10	3.00	0.00	0.00	0.00
7	21	2.00	0.00	0.00	0.00
8	11	3.00	0.00	0.00	0.00
9	3	4.00	0.00	0.00	0.00
10	22	2.00	0.00	0.00	0.00
11	12	3.00	0.00	0.00	0.00
12	13	3.00	0.00	0.00	0.00
13	14	3.00	0.00	0.00	0.00
14	15	3.00	0.00	0.00	0.00
15	23	2.00	0.00	0.00	0.00
16	16	3.00	0.00	0.00	0.00
17	17	3.00	0.00	0.00	0.00
18	24	2.00	0.00	0.00	0.00
19	25	2.00	0.00	0.00	0.00
20	26	2.00	0.00	0.00	0.00
21	18	3.00	0.00	0.00	0.00

ITEM NUMBER	RANK	MEAN	RANGE	S.D.	VARIANCE
22	4	4.00	0.00	0.00	0.00
23	19	3.00	0.00	0.00	0.00
24	20	3.00	0.00	0.00	0.00
25	5	4.00	0.00	0.00	0.00
26	6	4.00	0.00	0.00	0.00

Total respondents was one (1).

TABLE XVII

FAMILY MANAGEMENT SERVICE

ITEM NUMBER	RANK	MEAN	RANGE	S.D.	VARIANCE
1	1	4.00	0.00	0.00	0.00
2	2	4.00	1.00	0.00	0.00
3	5	3.67	1.00	.58	.33
4	3	4.00	0.00	0.00	0.00
5	6	3.67	1.00	.58	.33
6	7	3.67	1.00	.58	.33
7	11	3.33	1.00	.58	.33
8	8	3.67	1.00	.58	.33
9	9	3.67	1.00	.58	.33
10	10	3.67	1.00	.58	.33
11	16	2.00	3.00	1.73	3.00
12	14	3.00	3.00	1.00	1.00
13	12	3.33	1.00	.58	.33
14	13	3.33	1.00	.58	.33
15	4	4.00	0.00	0.00	0.00
16	15	2.33	3.00	1.53	2.33
17	17	2.00	0.00	0.00	0.00
18	18	1.33	2.00	1.16	1.33

TABLE XVIII

MEAN FREQUENCY FOR

VISITING HOMEMAKER OR HOMEMAKER HOME/HEALTH AIDE

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
1	13	Clean work tables and sinks in the kitchen	3.76
2	37	Provide companionship and compassion for adults	3.73
3	16	Wash water glasses	3.71
4	10	Wash dishes by hand	3.67
5	91	Make beds	3.67
6	38	Relieve persons of the physical responsibility of their tasks as needed	3.57
7	7	Scrape and stack dishes	3.56
8	9	Store dishes	3.51
9	4	Clean, prepare and/or cook various foods	3.49
10	15	Remove soiled dishes from the room	3.46
11	8	Store food	3.44
12	3	Serve meals	3.34
13	74	Clean bathroom fixtures	3.33
14	79	Remove accumulated trash from rooms	3.32
15	73	Air room	3.24
16	35	Assist in caring for the hair of disabled or ill persons	3.24
17	75	Remove from the room personal clothing of disabled person	3.22

*Descending Order
Scale - 0 to 4

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
18	24	Set table	3.21
19	34	Run errands for the disabled or ill	3.19
20	2	Plan meals	3.17
21	39	Assist adults with bath	3.15
22	89	Vacuum floors, rugs and/or carpets	3.15
23	30	Try to operate within available family finances	3.10
24	114	Remove soiled bed and bath linens	3.09
25	32	Assist with dressing of disabled or ill	3.08
26	33	Remind person of physician's orders and help the person carry out these orders	3.05
27	29	Recognize and report indications of personal, physical and mental problems of persons I serve to my supervisor, manager, or caseworker	3.05
28	98	Dust woodwork, furniture, picture moldings, light fixtures, and radiators	3.01
29	12	Plan use of leftovers	3.01
30	23	Adapt family meals to meet basic daily nutritional requirements	2.99
31	104	Scrub bathroom floors	2.97
32	76	Scrub floors other than bathroom floors	2.92
33	110	Fold and sort laundry	2.89
34	26	Write weekly report on each case	2.87
35	100	Choose products, techniques, practices and equipment appropriate for the job at hand	2.86

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
36	45	Help person get ready for meal time	2.83
37	1	Adapt family meals to conform to diets recommended by doctor	2.83
38	52	Walk with patient	2.81
39	77	Clean mirrors	2.81
40	80	Identify hazardous conditions	2.81
41	31	Turn the bed back for disabled persons	2.79
42	47	Give bed baths	2.76
43	113	Select appropriate water temperature for laundry	2.74
44	116	Dry clothes by machine	2.71
45	5	Select recipes	2.71
46	53	Assist patient to bed	2.68
47	20	Check menu for interest and attractiveness	2.68
48	51	Take the patient to bathroom	2.66
49	11	Prepare trays for ill or disabled persons	2.65
50	36	Report accidents to proper persons	2.64
51	19	Purchase food	2.61
52	6	Prepare market order	2.60
53	112	Prepare washing solution by selecting appropriate detergents, bleaches, and other laundry products	2.58
54	17	Take inventories of food supplies	2.56
55	105	Replace supplies in bedroom and bathroom	2.48

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
56	84	Clean range and/or oven	2.47
57	49	Accompany wheel chair patient and insure his safety in the chair	2.44
58	109	Iron clothes by hand	2.39
59	50	Change patient to dry clothes	2.38
60	101	Assist in correcting hazardous conditions	2.35
61	14	Prepare between meal nourishments	2.34
62	46	Guide and direct family members in assuming various tasks	2.33
63	90	Remove spots from woodwork	2.32
64	42	Prepare trays for ill or disabled persons	2.31
65	88	Adjust heat and ventilation	2.30
66	18	Deliver trays to patient	2.29
67	117	Do hand laundry	2.29
68	22	Tell person being served interesting items about food being served	2.28
69	106	Water and care for plants	2.24
70	70	Be a good listener	2.22
71	44	Assist adults with care of dentures	2.18
72	94	Clean and/or defrost refrigerator	2.16
73	72	Compliment children when deserved	2.11
74	25	Accompany adult on shopping trips	2.08
75	78	Remove spots from furniture	2.06
76	115	Hang clothes on line for drying	2.05

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
77	118	Assist with mending	2.03
78	93	Disinfect and sterilize equipment for the ill person	1.97
79	111	Pretreat heavily soiled items for laundry	1.97
80	57	Pick up medication	1.91
81	64	Comfort hurt or upset child	1.86
82	85	Clean shelves	1.86
83	48	Carry out physical therapy under the direction of a therapist	1.81
84	40	Feed disabled adults	1.78
85	58	Supervise play of children	1.75
86	99	Wash windows	1.74
87	81	Turn mattresses	1.74
88	61	Supervise and instruct children in performing chores	1.71
89	71	Discuss problems and ideas with children of client	1.65
90	62	Discipline children when necessary	1.60
91	65	Treat minor injuries such as scratches for children	1.59
92	63	Assist with feeding of children	1.58
93	66	Tell or read stories to children	1.57
94	55	Accompany client to doctor, clinic, or hospital for appointments	1.56
95	60	Assist with bathing children	1.56
96	82	Air bedding, mattresses, and pillows	1.55

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
97	43	Write letters for the disabled or ill	1.51
98	96	Check lights and room equipment for needed replacement or repair	1.49
99	41	Give first aid treatment	1.43
100	59	Assist children in preparation for bed and nap time	1.42
101	95	Assist ill or disabled person with cleaning of drawers	1.35
102	54	Clip finger and toe nails for patient	1.32
103	102	Remove spots from rugs	1.31
104	83	Clean closets	1.29
105	27	Help families plan budgets	1.26
106	103	Vacuum draperies	1.24
107	87	Wash tile walls	1.21
108	92	Wax or apply finish to floors	1.21
109	56	Visit the client and/or his family at hospital	1.18
110	86	Disinfect beds	1.06
111	28	Explain food stamp plan	1.06
112	67	Take children to school	.89
113	97	Clean rugs and/or carpets by hand	.84
114	107	Feed and care for pets	.81
115	21	Prepare baby formula	.72
116	108	Contact maintenance personnel	.68
117	69	Attend school functions involving children of client	.30
118	68	Attend school conferences	.24

TABLE XIX

MEAN FREQUENCY FOR

FAMILY PLANNING HEALTH AIDE

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
1	24	Answer office telephone	3.90
2	26	File and do routine office work	3.85
3	27	Help solve problems of patient through counseling	3.80
4	31	Answer questions about birth control methods	3.80
5	43	Refer patients to needed social agencies	3.65
6	45	Be a friend to the patient	3.65
7	25	Keep patient records	3.55
8	10	Make return appointments for patient	3.40
9	29	Remind patients of appointments	3.40
10	35	Counsel patients on contraception	3.35
11	12	Do social interviews	3.05
12	41	Refer venereal disease patients to proper agency	3.00
13	11	Do interviews - health	*2.95
14	28	Make home visits to patients	2.85
15	44	Do follow-up for patients who are referred to other agencies	2.75
16	34	Recruit patients to the clinic	2.50
17	46	Help provide transportation; i.e., to buy food stamps, or receive other medical help	2.45

*Descending Order
Scale - 0 to 4

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
18	30	Remind patients to take birth control pills	2.25
19	40	Counsel patients on venereal diseases	2.15
20	38	Distribute literature to social service and community services	2.10
21	37	Do family living counseling	1.65
22	8	Take urine samples	1.55
23	1	Set up the clinic with necessary supplies and instruments	1.40
24	7	Take weight and height measurements	1.35
25	36	Speak to organizations on contraception	1.30
26	14	Clean up the clinic	1.20
27	19	Straighten waiting room	1.15
28	16	Place clean linens in clinic	1.10
29	13	Assist doctor during examinations	1.00
30	15	Remove dirty linens	1.00
31	47	Show educational films to youth groups with parental consent	.95
32	3	Sterilize instruments and other supplies	.90
33	6	Take blood pressure	.90
34	20	Clean laboratory	.85
35	17	Wash speculums	.80
36	18	Empty wash basins	.80
37	2	Order supplies	.70
38	5	Put away laundry	.70

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
39	4	Fill wash basins	.65
40	9	Take blood samples	.65
41	48	Wash urine bottles	.65
42	21	Take cultures to laboratory	.50
43	23	Take speculums to central supply	.50
44	42	Conduct in-service sessions for county agencies on family planning	.50
45	22	Take blood samples to laboraroty	.35
46	32	Operate a maternity clothes exchange	.35
47	33	Some counseling on sickle cell anemia	.30
48	39	Take nursing students on home visitations	.00

TABLE XX

MEAN FREQUENCY FOR

COUNSELORS ON ALCOHOLISM

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
1	29	Write reports	3.45
2	30	Write letters	3.08
3	31	Keep records	3.08
4	9	Counsel wife or husband	2.95
5	34	Do follow-up with alcoholics after treatment	2.92
6	23	Complete alcoholic intake tests	2.90
7	13	Communicate with doctors and nurses	2.76
8	28	Conduct group education and lecture sessions	2.58
9	4	Counsel entire family	2.55
10	14	Coordinate treatment with employer	2.29
11	35	Make home visits to client, if he doesn't come to office	2.26
12	36	Assist with alcohol related emergencies at hospitals	2.24
13	17	Confer with Court on Alcoholic-centered cases	2.18
14	18	Confer with lawyers on Alcoholic-centered cases	2.13
15	8	Refer clients to marriage counselor	2.08
16	12	Coordinate treatment program with hospital	2.05
17	19	Seek referrals to the agency from the Court	2.05

*Descending Order
Scale - 0 to 4

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
18	1	Present talks for church groups, college classes, public schools, community organizations	1.92
19	7	Do marriage counseling	1.66
20	5	Refer clients to County Relief Board	1.45
21	27	Develop education program which include studies on the worth as a human being, values, health care	1.37
22	32	Organize activities of the Council on Alcoholism	1.37
23	3	Advise county on needs of the Council on Alcoholism	1.32
24	25	Supervise half-way house	1.32
25	33	Conduct in-service training sessions for counselors	1.32
26	21	Plan and supervise education programs in conjunction with the Court	1.29
27	24	Develop budgets	1.29
28	16	Go to police department to get listings of OMVI and intoxication cases	1.21
29	20	Coordinate program with Adult Corrections agencies	1.11
30	6	Work with juvenile probation officers on children's needs	1.08
31	11	Make referral to juvenile officers	1.00
32	37	Represent agency at committal hearings	1.00
33	22	Do OMVI evaluations for lawyers	.97
34	26	Suggest finance and budget plans of half-way house program	.87

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
35	10	Supervise marriage counseling	.63
36	15	Develop occupational and physical therapy with hospital	.58
37	2	Sit in on county health boards	.45

TABLE XXI

MEAN FREQUENCY FOR

MANAGEMENT AIDE IN LOW-INCOME HOUSING PROJECT

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
1	27	Answer telephone	4.00
2	32	Receive and handle complaints	3.25
3	1	Interpret regulations to residents	3.19
4	30	Explain computation of rent as based on incomes	3.19
5	35	Interview prospective tenants	3.19
6	40	Re-examination of tenants: send out forms for verification of income	3.06
7	21	Assist manager in keeping records	3.00
8	16	Explain procedures for reporting needed repairs	2.94
9	31	Make health and welfare referrals to proper agencies	2.94
10	23	Refer tenants to community services such as community health center	2.81
11	34	Supervise clerk/typist personnel	2.81
12	43	Re-examination of tenants: Keep records of re-examination	2.75
13	42	Re-examination of tenants: prepare input sheets	2.69
14	39	Re-examination of tenants: prepare application for continued occupancy	2.38
15	2	Read contracts to residents	2.31

*Descending Order
Scale - 0 to 4

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
16	41	Re-examination of tenants: prepare new lease if there is a rent change	2.31
17	22	Assist manager in preparing reports	2.19
18	36	Prepare monthly and quarterly reports	2.06
19	37	Transfer tenant families to proper size housing unit	2.06
20	29	Prepare work orders	2.00
21	38	Process forms for tenant transfers within total project	1.88
22	3	Help occupants and prospective occupants fill out housing forms	1.69
23	6	Informs tenant of responsibilities in using project owned equipment	1.44
24	14	Discuss methods of garbage and trash disposal	1.44
25	33	Train clerk/typist personnel	1.44
26	15	Discuss proper care of family garbage containers	1.25
27	12	Explain pest control prevention	1.13
28	26	Interpret legal responsibilities of home ownership	1.06
29	17	Interpret regulations concerning decorating, hanging pictures, structural changes	1.00
30	4	Show tenants location of project facilities for family living, i.e., laundromat	.94
31	7	Discuss with homemaker good grooming habits	.88
32	11	Discuss suitable cleaning supplies	.81
33	13	Provide information regarding pest control extermination	.81

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
34	18	Instruct the safe use of equipment, stoves, laundry, gas heaters	.81
35	19	Suggest safe storage of toys and small equipment	.75
36	25	Provide insurance information	.63
37	24	Instruct in do-it-yourself projects -- interior painting; yard and lawn care; fix leaking faucets	.50
38	20	Instruct in care of yard adjacent to home unit	.44
39	28	Supervise recreation and other programs	.38
40	5	Demonstrate use and care of equipment in kitchen, bathroom, laundry, and refuse-disposal areas	.31
41	9	Show methods of cleaning household surfaces	.25
42	10	Demonstrate use of inexpensive cleaning supplies	.13
43	8	Show proper methods of cleaning stove and refrigerator	.00

TABLE XXII

MEAN FREQUENCY FOR

DEPUTY JUVENILE PROBATION OFFICER AIDE

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
1	2	Provide transportation to and from schools, hospitals, or help meet other needs of juvenile	4.00
2	5	Provide counseling for the juvenile case	4.00
3	9	Study police reports	4.00
4	22	Discuss personal problems with juvenile	4.00
5	25	Do routine office work	4.00
6	26	Cooperate with legal and social agencies	4.00
7	1	Prepare social history of juvenile	3.00
8	3	Assist with predisposition investigation	3.00
9	4	Prepare written information for the Courts	3.00
10	6	Assist with finding part-time employment for juvenile	3.00
11	8	Discuss school problems with teachers	3.00
12	11	Study reports from doctors and hospitals	3.00
13	12	Study reports from psychiatrists	3.00
14	13	Investigate child's home environment	3.00
15	14	Make recommendations to Court	3.00
16	16	Make visitations at home of juvenile	3.00
17	17	Make visitations at youth shelter	3.00
18	21	Make visitations in foster homes	3.00

*Descending Order
Scale - 0 to 4

RANK	ITEM NUMBER	TASK	MEAN FREQUENCY
19	23	Assist staff in the overall evaluation of the progress of each juvenile	3.00
20	24	Make referrals to other agencies	3.00
21	7	Participate in staffings with school administration	2.00
22	10	Interview juvenile's neighbors	2.00
23	15	Counsel parents	2.00
24	18	Interview siblings	2.00
25	19	Interview classmates	2.00
26	20	Locate foster homes	2.00

TABLE XXIII

MEAN FREQUENCY FOR

FAMILY MANAGEMENT SERVICES

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
1	1	Counsel families in debt	4.00
2	2	Analyze financial affairs of client	4.00
3	4	Analyze spending habits of client	4.00
4	15	Provide convenience paying for clients	4.00
5	3	Supervise clients' spending	3.67
6	5	Identify the family income	3.67
7	6	Suggest changes in spending habits	3.67
8	8	Handle clients' money; control paycheck	3.67
9	9	Work with creditors to set up payments	3.67
10	10	Arrange with creditors a fixed payment at fixed dates	3.67
11	7	Identify ways to balance spending and income	3.33
12	13	Educate clients on finances	3.33
13	14	Give advice on purchases	3.33
14	12	Counsel family during periods of crisis	3.00
15	11	Work with Courts to obtain child support payments	2.00
16	16	Do income tax work	2.00
17	17	Make legal referrals	2.00
18	18	Refer clients for marital counseling	1.33

*Descending Order
Scale - 0 to 4

APPENDIX D

TASKS PERFORMED BY FOOD AIDES *

This questionnaire is in the form of a check list. The list includes many tasks that may be a part of your job in the adult phase of the Expanded Nutrition Program. You may never do some of these tasks. You may do a number of tasks sometimes, while you may do some tasks all the time.

Check column 1 if you do not do this in your job.

Check column 2 if you sometimes do the task in your job.

Check column 3 if you almost always do the task.

There is space at the end of the list for you to tell us about any task you do that we have omitted. Please write it down. Then check to see that you have responded to each task. They are listed on both sides of the sheet.

Code	Tasks	I never do this task	I sometimes do this task	I always do this task
		1	2	3
( )	1. Attends weekly training meetings			
( )	2. Confers with Extension Home Economics Supervisor at staff meetings and as need arises			
( )	3. Plans work for week ahead			
( )	4. Locates families to be contacted about the program			
( )	5. Evaluates family progress with aid of supervisor			
( )	6. Prepares weekly aide report and tire voucher			
( )	7. Listens to family problems regardless of nature			

* Thesis by Ruth Smith

Code	Tasks	I never do this task	I sometimes do this task	I always do this task
		1	2	3
( ) 8.	Determines interests and needs of family group			
( ) 9.	Provides encouragement to the family			
( ) 10.	Talks over family problems			
( ) 11.	Visits family member at hospital when necessary			
( ) 12.	Makes use of telephone to communicate			
( ) 13.	Tries to motivate homemakers and families to help themselves			
( ) 14.	Helps families to improve living conditions			
( ) 15.	Explains and promotes the expanded nutrition program			
( ) 16.	Gives information to homemakers about the program			
( ) 17.	Talks to husbands about the program when there are opportunities			
( ) 18.	Works with children and youth			
( ) 19.	Provides transportation when other transportation is not available			
( ) 20.	Refers families to appropriate helping community agencies			
( ) 21.	Advises unemployed on job opportunities			
( ) 22.	Encourages families to participate in other educational opportunities			
( ) 23.	Reads and interprets recipes and instructional leaflets to those who cannot read or find reading difficult			
( ) 24.	Reads and interprets medical directions to those who cannot read or find reading difficult			

Code	Tasks	I never do this task	I sometimes do this task	I always do this task
		1	2	3
( ) 25.	Reads legal documents to family members who cannot read or find it difficult			
( ) 26.	Gives support to family member by accompanying on a visit to obtain social service help			
( ) 27.	Tries to interest families in other Extension Service Programs			
( ) 28.	Arranges for small group meetings on topics relating to food and nutrition			
( ) 29.	Conducts group meetings			
( ) 30.	Counsels individually and in small groups regarding problems with family resources			
( ) 31.	Counsels individually and in small groups about special nutrition concerns			
( ) 32.	Makes illustrative materials to assist in a special teaching situation			
( ) 33.	Prepares lesson plans with supervisor			
( ) 34.	Writes up reports of meetings held			
( ) 35.	Explains basic nutrition concepts			
( ) 36.	Shows how to use the basic four food group plan			
( ) 37.	Explains the basic ideas about good meal planning			
( ) 38.	Assists homemakers with actual purchase of foods			
( ) 39.	Illustrates good food buys to help women get the most value for each food dollar spent			
( ) 40.	Assist in preparation of grocery lists			
( ) 41.	Aids those on special diets in making grocery lists			

Code	Tasks	I never do this task	I sometimes do this task	I always do this task
		1	2	3
( ) 42.	Distributes materials and gives information about safe methods for canning and freezing of foods			
( ) 43.	Assist in actual preservation of food by canning, freezing and making jellies and jams			
( ) 44.	Advises on weight problems providing low calorie recipes			
( ) 45.	Encourages participation in weight control groups			
( ) 46.	Demonstrates and assists with actual food preparation			
( ) 47.	Assists diabetics, elderly, and pregnant women in food selection and preparation			
( ) 48.	Shows how to prepare homemade mixes			
( ) 49.	Promotes use of nonfat dry milk to save on fluid milk costs			
( ) 50.	Encourages the use of a variety of foods			
( ) 51.	Introduces new foods and provides recipes encouraging their use			
( ) 52.	Supplies tested recipes for women to use			
( ) 53.	Plans and conducts lessons in meal management and food preparation			
( ) 54.	Promotes growing of food supplies when practical and possible			
( ) 55.	Explains the food stamp and supplemental food program -- its benefits to the family and operation			
( ) 56.	Assists eligible homemakers in applying for food stamps			
( ) 57.	Aids in securing food stamps			

Code	Tasks	I never do this task	I sometimes do this task	I always do this task
		1	2	3
( ) 58.	Prepares nutritional snack foods for preschoolers, school age children and adults			
( ) 59.	Acts to secure funds for food purchase when family has no food or money			
( ) 60.	Helps with menu planning for holidays			
( ) 61.	Helps with menu planning for church occasions			
( ) 62.	Helps with menu planning for family occasions			
( ) 63.	Assists in planning wise use of leftovers and food supplies on hand			
( ) 64.	Distributes ideas on packing nutritious lunches that will carry safely in warm weather			
( ) 65.	Advises on availability of free and reduced price school lunches			
( ) 66.	Helps families fill out application blank for hot lunch program			
( ) 67.	Helps new mothers with infant and child feeding			
( ) 68.	Promotes the use of more fruits and vegetables in the diet			
( ) 69.	Informs about proper food storage			
( ) 70.	Informs as to good housekeeping methods			
( ) 71.	Demonstrates ways to keep home clean and orderly			
( ) 72.	Assists family members in cleaning kitchen and cupboards			
( ) 73.	Demonstrates refrigerator care			
( ) 74.	Informs families of methods to control insects and rodents			
( ) 75.	Demonstrates methods to use to control insects			
( ) 76.	Encourages necessary sorting and throwing away			
( ) 77.	Demonstrates good laundry practices			

Code	Tasks	I never do this task	I sometimes do this task	I always do this task
		1	2	3
( ) 78.	Gives assistance in washing clothes			
( ) 79.	Advises the homemaker on sanitation and safety as related to young children			
( ) 80.	Suggests immunization for children			
( ) 81.	Urges families to seek needed health care			
( ) 82.	Occasionally purchase for elderly unable to shop			
( ) 83.	Refers women with questions about birth control to community health services or planned parenthood group			
( ) 84.	Refers families concerned about drinking and mental health problems to government or community agency involved			
( ) 85.	Assists parents or guardians in arranging necessary care for children in family emergencies			
( ) 86.	Provides simple toys, pictures and puzzles for children's play during visit			
( ) 87.	Show mothers and children how to use play equipment			
( ) 88.	Stays with young children in emergencies			
( ) 89.	Provides child development information to parents or guardian			
( ) 90.	Informs and shows homemakers inexpensive toys to make for children			
( ) 91.	Encourages parents to seek professional assistance for children suspected of having emotional, physical and mental problems			
( ) 92.	Advises homemakers on ways to deal with and discipline or guide children			
( ) 93.	Assists homemakers to find ways to help children express feelings			

Code		Tasks	I never do this task	I sometimes do this task	I always do this task
			1	2	3
( )	94.	Encourages parents to talk and play with children			
( )	95.	Advises on choice and availability of housing			
( )	96.	Helps family to find adequate housing within budget or funds available			
( )	97.	Helps homemaker and family to improve appearance of house both inside and out			
( )	98.	Talks over and advises on minor house repairs			
( )	99.	Advises on home furnishings and storage			
( )	100.	Refers families to sources of used clothing			
( )	101.	Provides information about clothing and fabrics to help families make wise clothing purchases			
( )	102.	Teaches mending of clothing			
( )	103.	Helps homemakers with makeover projects from used clothing			
( )	104.	Demonstrates care of clothing			
( )	105.	Assists the homemaker in the fitting of used clothing			
( )	106.	Advises the homemaker regarding decisions on clothing purchases			
( )	107.	Assists homemakers to accept differences in family members			
( )	108.	Helps mothers to understand and accept the changing interests in their children's lives			
( )	109.	Helps homemakers to accept normal disagreement between children			
( )	110.	Assists homemakers to find satisfactions in everyday life			
( )	111.	Aids homemakers in helping family members find satisfaction in what they do			

Code	Tasks	I never do this task	I sometimes do this task	I always do this task
		1	2	3
( ) 112.	Helps parents find satisfaction in male-female relationships			
( ) 113.	Helps homemakers and family members with problems related to food likes and dislikes			
( ) 114.	Demonstrates proper use of equipment			
( ) 115.	Checks oven with thermometer			
( ) 116.	Assists with sewing projects for teaching purposes			
( ) 117.	Assists in pinning up hems			
( ) 118.	Encourages participation in community sewing classes			
( ) 119.	Informs families where to go to get items at lowest cost			
( ) 120.	Suggests where equipment may be repaired			
( ) 121.	Discusses family equipment problems in class			
( ) 122.	Fills out monthly and semi-annual reports			
( ) 123.	Keeps log providing information about each family contact			
( ) 124.	Makes judgement with aid of supervisor as to when a homemaker and family are ready to leave the program			
List any additional tasks that you do.				
1.				
2.				
3.				
4.				
5.				

ITEM MEAN SCORES FOR TASKS PERFORMED BY

IOWA EXTENSION FAMILY FOOD AIDES

Thesis by Ruth Smith

ITEM NUMBER	COLUMN 1 SCALE 1-3	COLUMN 2 SCALE 1-5	COLUMN 3 SCALE 0-4
1.	2.95	4.92	3.92
2.	2.87	4.79	3.79
3.	2.38	3.96	2.96
4.	2.67	4.46	3.46
5.	2.62	4.37	3.37
6.	2.97	4.95	3.95
7.	2.97	4.96	3.96
8.	2.76	4.60	3.60
9.	2.88	4.88	3.88
10.	2.72	4.54	3.54
11.	1.83	3.04	2.04
12.	2.28	3.80	2.80
13.	2.95	4.92	3.92
14.	2.63	4.38	3.38
15.	2.97	4.95	3.95
16.	2.97	4.95	3.95
17.	2.53	4.22	3.22
18.	2.38	3.97	2.97
19.	2.20	3.66	2.66
20.	2.74	4.56	3.56
21.	2.32	3.87	2.87

ITEM NUMBER	COLUMN 1 SCALE 1-3	COLUMN 2 SCALE 1-5	COLUMN 3 SCALE 0-4
22.	2.51	4.19	3.19
23.	2.62	4.37	3.37
24.	2.07	3.45	2.45
25.	1.90	3.16	2.16
26.	2.17	3.61	2.61
27.	2.43	4.04	3.04
28.	2.25	3.83	2.83
29.	2.27	3.78	2.78
30.	2.04	3.57	2.57
31.	2.37	3.94	2.94
32.	2.17	3.62	2.62
33.	2.15	3.58	2.58
34.	2.74	4.57	3.57
35.	2.81	4.68	3.68
36.	2.89	4.65	3.65
37.	2.82	4.71	3.71
38.	2.16	3.60	2.60
39.	2.58	4.30	3.30
40.	2.20	3.67	2.67
41.	1.94	3.17	2.17
42.	2.35	3.92	2.92
43.	2.04	3.39	2.39
44.	2.30	3.83	2.83
45.	2.21	3.68	2.68
46.	2.43	4.04	3.04
47.	2.11	3.52	2.52

ITEM NUMBER	COLUMN 1 SCALE 1-3	COLUMN 2 SCALE 1-5	COLUMN 3 SCALE 0-4
48.	2.40	4.02	3.02
49.	2.89	4.82	3.82
50.	2.86	4.77	3.77
51.	2.68	4.46	3.46
52.	2.84	4.74	3.74
53.	2.34	3.90	2.90
54.	2.34	3.90	2.90
55.	2.69	4.48	3.48
56.	2.43	4.04	3.04
57.	2.13	3.55	2.55
58.	2.02	3.36	2.36
59.	2.07	3.44	2.44
60.	2.21	3.68	2.68
61.	1.45	2.42	1.42
62.	2.13	3.55	2.55
63.	2.49	4.15	3.15
64.	2.09	3.48	2.48
65.	2.54	4.24	3.24
66.	1.97	3.28	2.28
67.	2.01	3.35	2.35
68.	2.73	4.55	3.55
69.	2.59	4.32	3.32
70.	2.34	3.89	2.89
71.	2.19	3.64	2.64
72.	2.02	3.37	2.37
73.	1.86	3.09	2.09

ITEM NUMBER	COLUMN 1 SCALE 1-3	COLUMN 2 SCALE 1-5	COLUMN 3 SCALE 0-4
74.	2.12	3.53	2.53
75.	1.78	2.96	1.96
76.	2.03	3.38	2.38
77.	1.94	3.23	2.23
78.	1.60	2.67	1.67
79.	2.32	3.87	2.87
80.	2.12	3.54	2.54
81.	2.40	4.00	3.00
82.	1.75	2.91	1.91
83.	2.24	3.73	2.73
84.	1.97	3.28	2.28
85.	1.71	2.85	1.85
86.	2.23	3.72	2.72
87.	1.86	3.09	2.09
88.	1.64	2.74	1.74
89.	2.02	3.36	2.36
90.	2.04	3.40	2.40
91.	2.05	3.41	2.41
92.	1.90	3.17	2.17
93.	1.97	3.27	2.27
94.	2.28	3.81	2.31
95.	1.90	3.17	2.17
96.	1.81	3.02	2.02
97.	2.02	3.37	2.37
98.	1.84	3.07	2.07
99.	1.93	3.22	2.22

ITEM NUMBER	COLUMN 1 SCALE 1-3	COLUMN 2 SCALE 1-5	COLUMN 3 SCALE 0-4
100.	2.49	4.15	3.15
101.	2.14	3.56	2.56
102.	1.87	3.11	2.11
103.	1.66	2.76	1.76
104.	1.77	2.95	1.95
105.	1.74	2.90	1.90
106.	1.90	3.17	2.17
107.	2.02	3.37	2.37
108.	2.14	3.56	2.56
109.	2.13	3.54	2.54
110.	2.29	3.82	2.82
111.	2.20	3.66	2.66
112.	1.50	2.50	1.50
113.	2.34	3.90	2.90
114.	2.19	3.65	2.65
115.	1.49	2.48	1.48
116.	1.60	2.66	1.66
117.	1.69	2.81	1.81
118.	1.99	3.31	2.31
119.	2.38	3.97	2.97
120.	2.06	3.43	2.43
121.	1.75	2.92	1.92
122.	2.90	4.84	3.84
123.	2.92	4.87	3.87
124.	2.50	4.16	3.16

Column #1 represents the item mean score on a 1 to 3 point scale. Column #2 represents the item mean score on a 1 to 5 point scale. A normalizing theory was used in transferring a 3 point scale to a 5 point scale. The formula used was:

3 point value ÷ by 3 x 5 = 5 point value

The mean scores on a 0 to 4 point scale were computed by subtracting 1.00 from the mean scores of 1 to 5 point scale. All numbers were rounded to nearest hundredth.

APPENDIX E

Descriptors Used In ERIC Search

Occupational Home Economics

Community Service Programs

Welfare Services

Family Problems

Home Economics Skills

Task Analysis

Subprofessionals

Employment Opportunities

Other Descriptors Used In Manual Search

Companions (Occupations) 380

Housing Management Aides 380

Visiting Homemakers 380

Service Occupations 350

Social Services 490

Service Workers 380

Community Services 230

Social Agencies 379

Subprofessionals 380

Ancillary Services 020

Career Opportunities

Job Development

APPENDIX F

ALTERNATE JOB TITLES

1. Visiting Homemaker or Homemaker Home/Health Aide

   Home-Health Aide

   Community Aide

   Homemaker

   Homemaker Aide

   Home-Care Homemaker

   CPA II - Homemaker

2. Family Planning Health Aide

   Family Health Aide

   Health Aide

   Family Planning Counselor

3. Counselors on Alcoholism

   Counselor-Aide

   Alcoholism Coordinator

4. Management Aide in Low-Income Housing Project

   Housing Assistant

5. Deputy Juvenile Probation Officer Aide

   (no alternate job titles in Iowa which are known to date)

6. Family Management Service

   Finance Counselor

   Family Finance Consultant

APPENDIX G

CONTACTS MADE FOR COMPANIONS TO ELDERLY

1. Meals on Wheels

2. Bill Riley, KRNT, Des Moines, Iowa.

3. Mr. Coleman, Black Hawk Council on Aging, Waterloo, Iowa.

4. Frances Scharmpfer (Mrs.), State Council on Aging, Ames, Iowa.

5. Rev. Donald Carver, St. Timothy's Methodist Church, Cedar Falls, Iowa.

6. Catholic Charities, Waterloo, Iowa.

7. Sister Mary Morrisey, St. Monicus Counciling Center, Waterloo, Iowa.

8. Rev. Siestand, Lutheran Home, Director of Volunteer Program for Companion to Elderly.

9. Ronald W. Beane, Commission on Aging, Jewett Building, 415 10th Street, Des Moines, Iowa 50319.

CONTACTS FOR HOMEMAKER'S ASSISTANT

1. Dorothy Hagaback (Mrs.), Black Hawk County Social Services, Waterloo, Iowa.

2. Barbara Pershing (Mrs.), Instructor, University of Northern Iowa, Cedar Falls, Iowa.

3. Ruth Anderson (Ms.), Social Welfare Professor, University of Northern Iowa, Cedar Falls, Iowa.

4. Elizabeth Simpson (Dr.), University of Illinois, Urbana, Illinois.

5. Carl Carlson, Supervisor of Recruitment and Placement, State Department of Social Services, Des Moines, Iowa.

6. John Stout, Black Hawk County Social Services, Waterloo, Iowa.

7. Naomi England (Ms.), Black Hawk County Extension Service, Waterloo, Iowa.

8. William Brown, Chief, I.R.S., Lucas State Office Building, Des Moines, Iowa 50319.

9. Vocational Rehabilitation

10. John Neimeyer, Employment Agency, local and state.

11. Census Bureau

12. Rev. William Green, Western Home, Cedar Falls, Iowa.

13. Advocacy Program

14. Rev. Siestand, Lutheran Home, Director of Volunteer Program for Companion to Elderly.

RESOURCE PEOPLE CONTACTED

1. Ahern, Phylis (Ms.), Research Associate, Iowa State University, Home Economics Department; Ames, Iowa.

2. Anderson, Ruth (Ms.), Department of Social Welfare, University of Northern Iowa, Cedar Falls, Iowa.

3. Baron, Richard, Director of Low-Rent Management Training Program, 567 Melville, St. Louis, Missouri.

4. Benedict, Linda (Mrs.), Black Hawk Home Economist (Summer, 1972), Black Hawk County Extension Service, Waterloo, Iowa.

5. Brown, Dorothy (Mrs.), Consultant, Career Education Division, Department of Public Instruction, Grimes State Office Building, Des Moines, Iowa.

6. Burk, Marianne (Ms.), St. Louis Housing Authority, 1300 Delmar Boulevard, St. Louis, Missouri 63103.

7. England, Naomi (Miss), Director Expanded Nutrition Aides, Black Hawk County Extension Service, Waterloo, Iowa.

8. Mr. Elliot, Family Management Service, Waterloo, Iowa.

9. Gardner, Floyd, Director (1972) North East Council of Alcoholism, Marsh Place Building, Waterloo, Iowa.

10. Hagaback, Dorothy (Mrs.), Director of Homemaker-Health Aides, Black Hawk County Department of Social Services, Waterloo, Iowa.

11. Israelite, Steven, HUD, Federal Building, 911 Walnut Street, Kansas City, Missouri 64106.

12. Mr. Jenson, Hawkeye Technical School, Room 224, Commercial Street, Waterloo, Iowa.

13. Midjaas, Ruth E. (Dr.), Consultant, Home Economics Oakland Schools, 2100 Pontiac Lake Road, Pontiac, Michigan 48054.

14. Pines, Allan S., Director, U. S. Department of Commerce, Social and Economic Statistics Administration, Bureau of Census, Washionton, D. C. 20233.

15. Poncius, Juris, Family Planning Specialist, Iowa State Department of Health, Lucas State Office Building, Des Moines, Iowa 50319.

16. Quick, Tod, Present Director North East Council of Alcoholism, Marsh Place Building, Waterloo, Iowa.

17. Reppart, Loyla (Mrs.), Welfare Answering Service, 25 East Fifth Street, Waterloo, Iowa.

18. Ponamus, Nancy (Mrs.), Director Family Planning Health Aide, Allen Memorial Hospital, Waterloo, Iowa.

19. Sallis, Dorothy (Mrs.), Probation Officer Aide, Black Hawk County, Waterloo, Iowa.

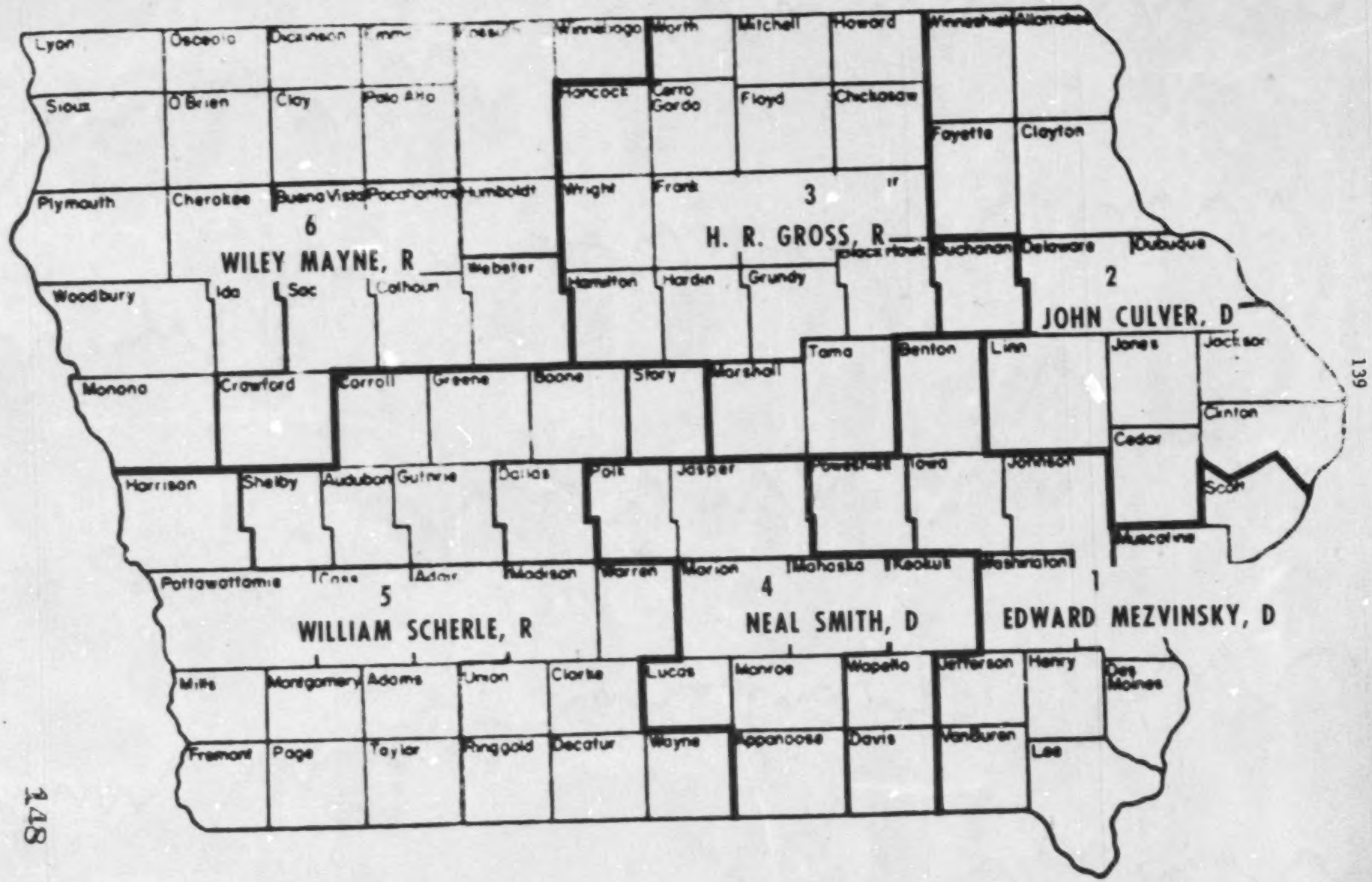
20. Simpson, Elizabeth (Dr.), Director, Curriculum Center for Occupational and Adult Education, Department of Health, Education, and Welfare, Washington, D. C., 20202.

21. Stout, John, Director Black Hawk County Social Services, Waterloo, Iowa.

22. Wilcken, William, Chief Probation Officer, Juvenile Probation Department of Black Hawk County, Waterloo, Iowa.

APPENDIX H

IOWA CONGRESSIONAL



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APPENDIX I

ADDITIONAL TASKS LISTED FOR

VISITING HOMEMAKER OR HOMEMAKER HOME/HEALTH AIDE

1. Wash curtains.
2. Assist children with washing hair.
3. Take laundry to laundromat.
4. Help patients make out checks and keep record in checkbook.
5. Clean eye glasses.
6. Bring in mail.
7. Shop for personal items for patients.
8. Try to improve self-image of client.
9. Drive people around on errands.
10. Place garbage out for pick-up.
11. Take person to beauty shop.
12. Use sewing machine for altering clothing.
13. Paint shelves.
14. Light carpentry work.
15. Read to patient.
16. Help with hobbies.
17. Pay bills.
18. Spray for bugs and mildew.
19. Change dressings and give special skin care.
20. Modify equipment to protect patient or increase its usability to him.
21. Keep commode empty and disinfect.
22. Protective payee for some clients (conservator of money).
23. Playing games with patients.
24. Help with income tax.

25. Change diapers.

26. Dress infants.

27. Odd jobs around house.

28. Shovel snow.

29. Family Crisis Counseling.

30. Challenging elderly and disabled to remain interested in life.

31. Clean humidifiers.

32. Clean garage and breezeway.

33. Move furniture.

34. Babysitting when needed.

35. Counseling with dying patients as needed.

36. Help mother understand discipline in way which will help the child's self-image.

37. Find suitable low-cost clothing.

38. Mend, shorten, adjust used clothing.

39. Help parents learn how to make decisions.

40. Help with job applications.

41. Find used appliances and furniture.

42. Assist with Public Assistance forms.

43. Look for housing.

44. Assist clients in spending food stamps wisely for her family.

45. Help can and freeze fruits and vegetables.

46. Help elder[illegible] man shave.

47. Burn trash.

48. Take pulse and temperatures.

49. Attend catheter.

50. Carry water into premises.

51. Plant small vegetable and flower gardens and do yard work.

ADDITIONAL TASKS LISTED FOR

COUNSELORS ON ALCOHOLISM

1. Job referrals for alcoholics.
2. Counseling on an individual basis for alcoholics.
3. Direct appropriate people to vocational rehabilitation.
4. Half-Way House:
   - does grocery shopping, cooks breakfast and dinner.
   - keeps auxiliary group informed of needs at the house.
   - supervise work duties.
   - keep house maintained.
   - check with needs of volunteer bureau.
   - take residents to AA meetings.
   - take residents to jobs or doctors or group therapy.
5. Send clients to treatment centers.
6. Arrange financing when necessary.
7. Supervise industrial consultant to industry.
8. Supervise judicial consultant.
9. Supervise employee assistance center.
10. Make appointment for employment of clients at half-way house, supervise cook, supervise night manager.
11. Provide statistical information to various agencies.
12. Public relations work with news media.
13. Make radio tapes for local radio station on an educational series (alcoholism).
14. Consultant for the Women's Half-Way House.
15. Coordinate women's auxiliary and half-way house.
16. Attend agency staffing meeting to discuss clients, make referrals.

17. Assist person in getting into hospitals.

18. Assist persons in getting to AA and ALA-NOW meetings.

19. Work with companies and labor organizations in establishing programs for employees with alcohol or drug problems.

ADDITIONAL TASKS LISTED FOR

FAMILY MANAGEMENT SERVICE

1. Collate checks.

2. Write payroll checks.

3. Arrange for loans to meet emergencies.

4. Take telephone calls from creditors.

ADDITIONAL TASKS LISTED FOR

FAMILY PLANNING HEALTH AIDE

1. Follow up on missed appointments.
2. Complete charts for clinic.
3. Tabulate clinic statistics.
4. Record pharmacy numbers for medication prescriptions.
5. Copy and transfer records when needed.
6. Do some abortion counseling.
7. Conduct health educational programs on family planning contraceptives, sex, abortion, venereal disease, alcoholism and drugs, for the following groups: low-income mothers, young married groups, married church groups, Legion Auxiliary, city council and schools.
8. Conduct six week series on child rearing based mostly on Rudolf Driekurs writings.
9. Has a supplemental feeding program for pregnant mothers and children under 6 in the low-income bracket.
10. Act as project receptionist.
11. Serve as liasion on consumer advisory board.
12. Family planning counseling.
13. Follow up on all people on program at least once or twice a month.
14. Coordinate services where there is no clinic.
15. Work closely with doctors in rural area.
16. Keep monthly statistics.
17. Deliver pills to drug stores.
18. Package and mail forms.
19. Pregnancy testing.
20. Send out films, repair them and also clean them.
21. Fill out invoices so bills can be sent to film users.
22. Marital counseling.

ADDITIONAL TASKS LISTED FOR

DEPUTY JUVENILE PROBATION OFFICER AIDE

1. Participate in formal hearings.
2. Institution placements.

ADDITIONAL TASKS LISTED FOR

MANAGEMENT AIDE IN LOW-INCOME HOUSING PROJECT

1. Do re-examination in home of elderly who is unable to come to office.
2. Give rent reductions.
3. Documentation of tenant's file.
4. Type credit memo forms.